



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

24 APRIL, 2024

BUSINESS PAPERS

| |
|--------------------------|
| NOTICE OF MEETING |
|--------------------------|

COUNCILLORS:

| | |
|--------------------|-------|
| Mayor Jack Bawden | Mayor |
| Cr Bradley Hawkins | |
| Cr Andrew Murphy | |
| Cr Glenn Smerdon | |
| Cr Cherie Schafer | |
| Cr Leslie Henry | |
| Cr Johnty O'Brien | |

Please find attached the Agenda for the Ordinary Council Meeting to be held in the Les Wilson Barramundi Discovery Centre, Yappar Street, Karumba commencing at 9:00 AM.

Mark Crawley
CHIEF EXECUTIVE OFFICER

BUSINESS PAPERS

TABLE OF CONTENTS

| ITEM | SUBJECT | PAGE NO |
|------|---|---------|
| 1 | OPENING OF MEETING | 6 |
| 2 | RECORD OF ATTENDANCE..... | 6 |
| 3 | CONDOLENCES | 6 |
| 4 | CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS | 6 |
| 5 | BUSINESS ARISING FROM PREVIOUS MEETINGS | 6 |
| 6 | RECEPTION OF PETITIONS & DEPUTATIONS..... | 6 |
| 7 | MAYORAL MINUTES..... | 6 |
| 8 | CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION | 7 |
| 8.1 | Internal Audit Special Project - Heavy Vehicle Safety Management Practices | 7 |
| 9 | REPORTS FROM THE CHIEF EXECUTIVE OFFICER | 8 |
| 9.1 | CEO Report..... | 8 |
| | Attachment 9.1.1 GAB - Agforce Request..... | 21 |
| | Attachment 9.1.2 LGAQ Costs Shifting Report | 22 |
| | Attachment 9.1.3 Gulf Water Plan..... | 34 |
| | Attachment 9.1.4 Briefing Paper - Community Resilience | 48 |
| 9.2 | Code of Conduct for Councillors | 51 |
| | Attachment 9.2.1 Code of Conduct for Councillors - Approved 22 February 2024..... | 53 |
| 9.3 | Policy Adoption | 63 |
| | Attachment 9.3.1 Standing Orders for Council Meetings | 64 |
| | Attachment 9.3.2 Investigation Policy | 86 |
| 9.4 | LGAQ Policy Executive Representation..... | 107 |
| 10 | REPORTS FROM DIRECTOR OF CORPORATE SERVICES | 108 |
| 10.1 | DCS Report..... | 108 |
| | Attachment 10.1.1 Local Laws Report - March 2024 | 115 |
| | Attachment 10.1.2 1080 Baiting Schedule | 117 |
| | Attachment 10.1.3 Strategic Internal Audit Plan - 2023-2025 | 118 |
| | Attachment 10.1.4 External Audit Plan 2024..... | 127 |

BUSINESS PAPERS

| | | |
|-----------|--|------------|
| | Attachment 10.1.5 Karumba Cemetery Concept Masterplan..... | 140 |
| | Attachment 10.1.6 Normanton Cemetery Concept Master Plan | 141 |
| 10.2 | Monthly Financial Report - March 2024 | 143 |
| | Attachment 10.2.1 Financial Management (Sustainability) Guideline | 152 |
| | Attachment 10.2.2 Monthly Financial Statements - March 2024..... | 177 |
| | Attachment 10.2.3 Cash - March 2024..... | 183 |
| | Attachment 10.2.4 Rates Receivables Report | 184 |
| | Attachment 10.2.5 TMR Unclaimed Expenditures | 186 |
| | Attachment 10.2.6 Restricted Cash - Capital Grants | 187 |
| | Attachment 10.2.7 Capital Grants Schedule | 188 |
| 10.3 | Human Resources Report..... | 190 |
| | Attachment 10.3.1 SafePlan Progress Report - Mar 24..... | 192 |
| 10.4 | 2024-2025 Revenue Policy | 193 |
| | Attachment 10.4.1 Revenue Policy 2024-2025 | 195 |
| 10.5 | Heavy Vehicle Audit Policy | 200 |
| | Attachment 10.5.1 Heavy Vehicle Plant Audit Policy | 202 |
| 10.6 | Annual Valuation - 2025..... | 207 |
| | Attachment 10.6.1 Consideration for 2025 land valuation program effective 30 June 2025..... | 208 |
| | Attachment 10.6.2 Land Valuations Overview - Carpentaria | 209 |
| 10.7 | Approval to Keep Animal - More than Two Dogs | 212 |
| 11 | REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL | 214 |
| 11.1 | Monthly Report Community Development, Tourism, Regional Prosperity | 214 |
| 11.2 | Community Donations and Support | 220 |
| 11.3 | Advisory Committee Updates Tourism and Economic Development..... | 223 |
| | Attachment 11.3.1 Economic Development Action Plan | 226 |
| | Attachment 11.3.2 Outback By The Sea Tourism Strategy..... | 236 |
| | Attachment 11.3.3 Terms of Reference Economic Development Advisory Committee 2023..... | 252 |
| | Attachment 11.3.4 Terms of Reference Tourism Advisory Committee 2023 | 258 |
| 11.4 | Normanton Childcare Centre - Transition To Astute Management | 264 |
| | Attachment 11.4.1 Astute Normanton Childcare Centre Monthly Report | 266 |
| 11.5 | Monthly Report Les Wilson Barramundi Discovery Centre | 269 |

BUSINESS PAPERS

| | | |
|-----------|---|------------|
| 12 | REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES | 275 |
| 12.1 | DOE Report..... | 275 |
| 12.2 | NDRRA/QDRF Report | 286 |
| | Attachment 12.2.1 Appendix A - 2022 Expenditure Summary | 290 |
| | Attachment 12.2.2 Appendix B - 2022 Completed Works | 292 |
| | Attachment 12.2.3 Appendix C - Betterment Projects..... | 293 |
| 12.3 | Water and Waste Monthly Report | 294 |
| 12.4 | Workshop Report | 301 |
| 12.5 | Building and Planning Report..... | 304 |
| 12.6 | Development Application - Operational Works Stage 1 Shoreline Protection Works - Boat Ramp Groyne and River Groyne Karumba - I/2329 | 307 |
| | Attachment 12.6.1 Appendix A: Assessment Against Schedule 3 of the Coastal Protection and Management Regulation 2017 | 313 |
| | Attachment 12.6.2 Appendix B: Referral Agency Conditions of Approval | 328 |
| 12.7 | Reallocation of W4Q Funds | 371 |
| 12.8 | RFT 24-0001 - Late Submission for Wet Hire Tender..... | 373 |
| 12.9 | 24-0004 ROPS Prequalified Suppliers of Dry Hire Plant | 374 |
| | Attachment 12.9.1 Attachment A - Conforming Tender | 376 |
| | Attachment 12.9.2 Attachment B - Non-conforming Tenders..... | 395 |
| 12.10 | 24-0002 ROPS Prequalified Suppliers of Construction Material..... | 396 |
| | Attachment 12.10.1 Attachment A - Price response | 398 |
| 13 | GENERAL BUSINESS | 403 |
| 14 | CLOSURE OF MEETING | 403 |

BUSINESS PAPERS

- 1 OPENING OF MEETING**
- 2 RECORD OF ATTENDANCE**
- 3 CONDOLENCES**
- 4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 13 March 2024 be confirmed.

RECOMMENDATION

That the Minutes of the Post-Election Meeting held 13 March 2024 be confirmed.

RECOMMENDATION

That the Minutes of the Special Council Meeting held 08 April 2024 be confirmed.

- 5 BUSINESS ARISING FROM PREVIOUS MEETINGS**
- 6 RECEPTION OF PETITIONS & DEPUTATIONS**
- 7 MAYORAL MINUTES**

BUSINESS PAPERS

8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 254J(3) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

RECOMMENDATION

That Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with clause 254J(3) of the Local Government Regulation 2012 as the items listed come within the following provisions

8.1 Internal Audit Special Project - Heavy Vehicle Safety Management Practices

This item is classified CONFIDENTIAL under the provisions of clause 254J(3)(f) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to matters that may directly affect the health and safety of an individual or a group of individuals.:

BUSINESS PAPERS

9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

| | |
|---------------------|---|
| Attachments: | 9.1.1. GAB - Agforce Request ↓ 9.1.2. LGAQ Costs Shifting Report ↓ 9.1.3. Gulf Water Plan ↓ 9.1.4. Briefing Paper - Community Resilience ↓ |
| Author: | Mark Crawley - Chief Executive Officer |
| Date: | 16 April 2024 |

| | |
|----------------------|--|
| Key Outcome: | Day to day management of activities within the Office of the CEO |
| Key Strategy: | As per the Departmental Plan for the Office of the CEO |

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Chief Executive Officer's portfolio.

RECOMMENDATION:

That Council:

1. receive and note the Chief Executive Officer's report; and
2. that those matters not covered by resolution be noted.

MEETINGS SCHEDULE

| Date | Time | Event | Location |
|---|--------|---|----------------------|
| Council | | | |
| 24 April 2024 | 9:00am | Ordinary Meeting of Council | Karumba |
| 18 April 2024 | 8:30am | Workshop – Councillors, CEO, Directors, and Managers | Boardroom |
| 15 May 2024 | 9:00am | Ordinary Meeting of Council | Boardroom |
| 16 May 2024 | 8:30am | Workshop – Councillors, CEO, Directors, and Managers | Boardroom |
| NWQROC and LGAQ | | | |
| 8-9 May | | NWQROC Meeting F-2-F | Cloncurry |
| Local Government Managers Australia (LGMA)/International City/County Managers Association (ICMA) | | | |
| 26 – 30 May | | International Volunteer Committee Meeting | Belgium |

BUSINESS PAPERS

| Date | Time | Event | Location |
|--|------|-------|----------|
| The above attendance is during my leave of absence | | | |

FINANCIAL REPORT

Governance Income and Expenditure to 31 March 2024

| Row Labels | Sum of Current Budget | Sum of YTD Actual | Sum of Order Value | Sum of Total Actual |
|------------------------------------|-----------------------|-------------------|--------------------|---------------------|
| Operating Expenditure | | | | |
| Communications | 55,400 | 6,554 | 8,641 | 15,195 |
| Community Recovery | 0 | -429 | 0 | -429 |
| Disaster Events | 4,500 | 83,922 | 0 | 83,922 |
| Disaster Preparedness | 74,000 | 80,590 | 0 | 80,590 |
| Elected Members | 572,441 | 388,155 | 2,898 | 391,052 |
| Emergency Response | 51,400 | 32,087 | 0 | 32,087 |
| Governance | 1,635,493 | 1,333,090 | 70,863 | 1,403,953 |
| Operational Plan | 0 | 55,300 | 6,600 | 61,900 |
| Operating Expenditure Total | 2,393,234 | 1,979,269 | 89,001 | 2,068,269 |
| Operating Income | | | | |
| Disaster Events | 0 | -545,908 | 0 | -545,908 |
| Disaster Preparedness | -7,000 | 10,656 | 0 | 10,656 |
| Emergency Response | -17,000 | -17,639 | 0 | -17,639 |
| Governance | 0 | -200,000 | 0 | -200,000 |
| Operating Income Total | -24,000 | -752,891 | 0 | -752,891 |
| Grand Total | 2,369,234 | 1,226,378 | 89,001 | 1,315,378 |

BUSINESS PAPERS

ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

| Date: | Ref: | Action | Status | Comment |
|-------------|------|---|-------------|--|
| February 21 | 023 | Approve the request subject to the conditions outlined in the Subordinate Local Law No. 1.2 Commercial use of LG controlled areas and roads | Progressing | Initial letter advising of Council support for use as requested. Follow up to be provided in relation to Local Law conditions |
| May 21 | 007 | Recommence the process to finalise the Water Supply Easements in negotiation with Landholders and finalise all agreements for the water supply at Glenore. | Progressing | Met with Preston Law on 10/2/2022 to progress. Contact made with Dean Patchett to progress the inclusion of the northern section of the easement/road in our asset register |
| August 21 | GB | Pipeline Easement | | |
| June 23 | 004 | Authorise the Chief Executive Officer to make a global offer to settle the claim brought by the Landholder up to the amount of \$100,000 ex GST plus agreed interests and agreed legal costs. | Progressing | Solicitors have prepared offer and sent. December 2023 Update - Offer rejected |
| June 23 | 007 | Endorsement of the Local Disaster Management Plan and the Evacuation Plan and provide the public with access to the documents on the Council's Website. | Complete | Documents finalised and on the website |
| November 23 | 012 | 2. Call for Expressions of Interest from interested parties for the agistment of Lot 2 on Crown Plan LS11 at the conclusion of the community feedback and such Expressions of Interest be advertised for 4 weeks; | Progressing | Awaiting feedback from Department in relation to the Land Management Plan |
| November 23 | 016 | Authorise the Chief Executive Officer to negotiate with the tenderers to ascertain if they are prepared to increase their offer; and delegate authority to the Mayor and the Chief Executive Officer to set sale prices for the remaining lots. | Progressing | Sale prices for the remaining lots have been established and distributed to Colliers. Colliers to contact tenderers. |
| November 23 | GB | Artificial Reef – Community consultation / feedback for names for reef | Progressing | To be undertaken in the New Year <u>Update</u> , will work with Community Services team to progress |
| November 23 | GB | Old Croydon Road Grid – CEO to write to landowners and request that fencing be completed | Complete | CEO inspection 4/12/2023 - Fencing has commenced |
| February 24 | GB | CEO to follow up and ascertain process for reporting radio station outages for members of the public | Progressing | Community Development Officer contacting stations on CEO behalf |

BUSINESS PAPERS

| | | | | |
|----------|-----|--|----------|--|
| March 24 | 007 | Mayor and CEO to set date for April Meeting and advertise | Complete | Meeting date set and advertised |
| March 24 | GB | Mayor to Telstra Regional Manager and CEO to arrange media release/Facebook post | Complete | Mayor called Regional Manager. CEO arranged Facebook Post |
| March 24 | GB | Understanding of Councils Financial Statements to be included as part of community consultations around budget | Complete | Noted for inclusion as part of the Budget Process |

BUSINESS PAPERS

MATTERS FOR COUNCIL CONSIDERATION

1. Covered in separate reports

A separate Report will be provided for all matters for Council consideration.

Recommendation: NIL

MATTERS FOR COUNCIL INFORMATION

2. Agforce Request for assistance

Vol Norris the North West Regional Manager for Agforce Queensland has requested assistance to get the message out in relation to the proposal to pump CO₂ waste into the Great Artesian Basin.

A copy of the Sign produced by Agforce is attached. They are seeking display of the sign in windows, fences, gates, inside vehicle windows and on Welcome to Town signs.

Agforce has also set up a QR Code for members of the community to donate funds for their campaign.

Recommendation: For information

3. Inquiry into Local Government Sustainability

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport has commenced a new inquiry into local government sustainability.

This inquiry has been welcomed by the Local Government Association of Queensland (LGAQ) and the Australian Local Government Association (ALGA). A lot of advocacy work has gone into the impacts of cost shifting from the other level of Government onto Councils. I was pleased to be part of the panel session at the 2023 Annual LGAQ Conference on this issue. The last time the financial impacts of services shifted onto Councils in Queensland was truly measured was back in 2002 and was estimated to be \$47million. 20 years on this has increased to \$360million, an increase of 378%.

The Committee is seeking to understand the challenges faced by local governments in servicing infrastructure requirements across regional, rural, and remote locations. Workforce shortages across Australia relating to infrastructure and other service areas more broadly, particularly in regional, rural, and remote areas, will also be a focus of the inquiry.

The Committee is seeking written submissions by 3 May 2024. LGAQ working on submission with AEC Group.

The LGAQ Cost Shifting Report is attached for the information of Councillors.

BUSINESS PAPERS

Recommendation: For information

4. Department of Tourism and Sport

The Department has advised that funding has been made available through NEMA (QRA) to develop a Tourism Recovery and Resilience Program.

The proposed Tourism Recovery and Resilience Program aims to support the recovery and resilience of tourism in local government areas impacted by the Northern and Central Queensland Monsoon and Flooding, 20 December 2022 – 30 April 2023. The initiative will be delivered as two components:

Regional Destination Marketing Campaign to support economic recovery by encouraging visitors to visit the destinations and promoting positive tourism news for the region.

Engagement of Two Tourism Recovery Officers to support the recovery and sustainability of regional tourism operators, products, experiences, and events in local government areas impacted by the activated event (this will include a suite of locally led activities across the region).

The objectives of the Program are:

- Support development of longer-term recovery and resilience plans to support affected tourism operators.
- Support and enable community-led recovery initiatives that build on the strength and capacity of the community to make them more resilient to future severe weather events and external shocks.

Local Government Authorities involved in the program include:

- Burke Shire Council
- Carpentaria Shire Council
- Cloncurry Shire Council
- Doomadgee Aboriginal Shire Council
- Mornington Shire Council
- Mount Isa City Council

Engagement of Tourism Recovery Officers (TRO) eligible activities

Employment of two tourism recovery officers to work across impacted local governments.

TRO eligible activities include:

- New activities and measures/events that directly support local tourism and economic recovery and community resilience.
- Initiatives which support and promote tourism and economic recovery and tourism and economic development e.g. targeted training modules
- Initiatives which access expertise and support to promote sustainable local economic recovery, business continuity, business preparedness and business development
- To collaborate and liaise with DTS Our Country Service First Nations tourism officers based in North Queensland to conduct relevant/appropriate activities/events across the region.

BUSINESS PAPERS

- Assist tourism operators to identify and apply for funding under relevant programs that will increase their recovery and resilience to future disaster events
- Promote disaster recovery and resilience information and identify and share ideas/projects from other destinations that could be applied in North West Queensland region
- Work in conjunction with other tourism related programs, such as the DRFA Category C funded Regional Tourism Marketing Campaign
- Engage with other key workers involved in community recovery at a local level and establish links with officers funded under other components of the QRA and other Queensland Government agencies recovery and resilience programs.

We have a Teams meeting proposed for the 3rd April and further information will follow the meeting.

Recommendation: For information

5. Department of Communities

The Department has been advised that they have received funding through NEMA for the employment of three Resilience and Recovery Officers for Carpentaria, Burke and Doomadgee Shires.

We have been in discussions with the Department, as has Burke, and we both agree that we would prefer to share a resource rather than trying to employ three separate people across the three shires, we also suggested that the person might best sit within GSD rather than employed by the Council.

More information to follow on this initiative.

Recommendation: For information

6. Gulf Savannah Development

Gulf Water Plan Review – below is section from GSD Minutes

Key points of discussion – Review supported by DoR \$2M funding; Indigenous engagement team; key document-Water Plan (Gulf) 2007 Minister's Performance Assessment Report 2023 & DRDMW Qld water plans in a variable hanging environment; impacts of climate change; gathering and considering Indigenous perspectives; CSIRO \$5.8M research on water and soil quality – can it be done in conjunction; water security; Great Artesian Basin planning is different; water allocations; vege management; Q re Glencore pumping CO2 into GAB – it's an environmental approval process; mines-pits; Q how does region want to be consulted – Board advised should present to Councils as well as presenting to communities, and then Gulf as a group; GSD could take a coordination and collaboration role; re timing, should be sooner rather than later; Q. will councils get an external party to facilitate their discussion/feedback – there's a fair bit on info out there already, may need someone to facilitate their feedback/put some polish on a submission. Ingrid thanked for presentation and insights.

ACTION - GSD to work with DRDMW on engagement strategy & can it be joined up with other engagement activity around the region;

BUSINESS PAPERS

ACTION – GSD to get more across the water issues to define how to help the region.

Recommendation: For information

7. Housing and Land Development

In the past couple of weeks, I have followed up with the Department in relation to the parcel of land we wish to purchase from the State Government in the vicinity of Ellis Street for further residential sub-division.

Also continued discussions with Greg Hoffman in relation to the Gough Street multi-unit development and the development of a business case.

Attended a session with the Federal Government following the release of the funding guidelines for Stream 1 of the Housing Support Program. Planning to work up an application to fund the planning application and development of business case and costings for the Ellis Street residential sub-division. Applications for this round close on 29 April 2024. Stream two will be released in May 2024 and close June 2024 and is about construction, so will cover costs associated with trunk infrastructure.

The property that Council purchased from the State Government has settled and we are the owners of the former Police Officer's residence in Yappar Street, Karumba.

Recommendation: For information

8. Annual Leave

Just a reminder that I will be on annual leave from Monday 20th May to Friday 7th June 2024, inclusive, returning to work Monday 10th June. I will be in attendance for the May and June meetings.

Recommendation: For information

9. Queensland Connects

Attached for the information of Councillors is a copy of a Briefing Paper for the Queensland Connects – Community Resilience group that I have been engaged with over the past 12 months. Anne Andrews will take over and continue to progress the work with the team following my departure.

We also have a copy of the video pitch to State Parliament that we can provide the Councillors at the meeting.

Recommendation: For information

BUSINESS PAPERS

ACTIONS FROM STRATEGIC INTENT DOCUMENT

| Action | Status | Comment |
|---|--------|--|
| <u>Departmental Plans</u> CEO to work with Senior Leadership Team to complete documents for adoption. | 65% | The Water and Waste Departmental Plan has been updated recently. Office of the CEO Departmental Plan review is complete Director Community Development, Tourism and Regional Prosperity has completed the Draft for Department |
| <u>Business Cases</u> CEO to work with Senior Leadership Team to ensure the Business Case and Project Plans are completed in preparation for future grant opportunities. | 10% | The draft Business Case and Project Plan have been completed for the School Dam Project. The estimates for the works required and the Cost Benefit Analysis are yet to be completed, there are other Business Cases and Project Plans that are required to be completed. Recent feedback from Peak Services in relation to preparing the grant application for infrastructure for the School Dam project – “ <i>the Business Case and Project Plans provided for the School Dam Project assisted in being able to provide the necessary information into the application within the turnaround time provided for the submission of the application</i> ”. CEO Forum Feedback – the Deputy Director General Local Government advised that Councils should start working on grants now as the turnaround times will be quick soon. Local Governments are also advised that they should be working on completing and finalising existing programs |
| <u>SurePact</u> CEO to work with the Senior Leadership Team to ensure the use of SurePact system becomes part of the day-to-day operations within Council ensuring that projects are well managed, and grants acquitted and managed in accordance with Milestones contained in the Grant Agreements. | 55% | CEO has met with DOE to ensure the use of SurePact is taken up to manage the many projects and contracts under the Engineering Department SurePact provided further training for staff. SurePact provided presentation of system to Councillors Commitment from Team to progress finance and document management integration SurePact currently working on the Magiq Document integration with our ECM System SurePact have arranged additional training for Engineering team and are working through cleaning up the legacy projects and grants SurePact are working through and clearing out some of the legacy projects from the system |
| <u>Workforce Strategy and Plan</u> CEO to continue to progress the actions/recommendations contained in the Implementation Plan and regularly update outstanding items as a standard agenda item at the Senior Leadership Team Meetings. | 65% | In the documents provided through the engagement of Davidson’s we were provided with an implementation plan to progress where we want to be as an organisation. Some of this work is being undertaken in-house and through support from Peak Services. |

BUSINESS PAPERS

| | | |
|--|------|---|
| <u>Accountability</u> Senior Leadership Team to take a more proactive role in ensuring all staff are treated fairly. | 45% | <p>Some training has been provided to the leadership team in relation to managing people under the new Psychosocial Guidelines.</p> <p>The review of the Human Resource Policies that has recently been undertaken will assist with ensuring all staff are treated fairly if policy is implemented and followed by all staff and monitored by the supervisors and managers. Staff will be consulted on the changes proposed in the amendments and where necessary training will be provided</p> |
| <u>Position Descriptions</u> CEO and Manager Human Resources to distribute new PDs to all staff throughout the organisation. New PD's to be utilised for all new recruitment for vacancies as advertised. | 100% | <p>The new Position Descriptions have been completed by Peak Services and are uploaded into the records management system and old PDs are being archived</p> |
| <u>Performance Reviews</u> Senior Leadership Team to sign off on their individual Performance Plans prior to Christmas Closedown and a first performance review meeting to be held prior to June 2024. | 90% | <p>Peak Services will move onto this work following to completion of the current body of work. This was listed as project five of five of the work to be undertaken by Chris Leck</p> <p>Chris has now started this work in January</p> <p>The draft performance plans have been provided by Chris</p> <p>Planning for Chris to attend Council in February/March to complete works assigned to Peak Services</p> <p>Performance Plans worked through in late February while Chris was on site</p> <p>CEO has completed his and has provided a summary of feedback ready to forward for performance assessment</p> |
| <u>Governance and Policy Review</u> CEO to work with the EO – GPC and the Senior Leadership Team to ensure all the outstanding governance issues are cleared up and completed prior to the hand over to the new CEO. | 70% | <p>The EO-GPC has completed the “quick wins” from the recent review, and we are progressing through the remainder of the items identified in the Governance Review</p> <p>Two more policies are presented for adoption this month</p> <p>HR Policies are currently being reviewed and will be distributed for consultation with staff when complete</p> |
| <u>Governance Framework</u> CEO to prepare a Governance Framework for formal adoption and inclusion on the Council Website. | 100% | <p>CEO has drafted the Governance Framework and will present to the January 2024 Council Meeting</p> |
| <u>LHAP Housing Strategy</u> CEO to continue to provide the secretarial role for the Advisory Committee and has responsibility for many of the response actions contained in the LHAP Implementation Tracker and continue to progress these in accordance with direction from the Advisory Committee and Council. | 60% | <p>Carpentaria Shire Council has progressed further than the other member council of the WQAC.</p> <p>The Carpentaria Shire Council Housing Strategy is complete and included on the Council Website.</p> <p>Implementation Tracker is updated prior to each meeting of the LHAP Advisory Committee.</p> |

BUSINESS PAPERS

| | | |
|--|-----|---|
| | | Next LHAP Advisory Committee meeting to be scheduled following the LG Election |
| | | Work continues to be progressed on the Council Actions by the CEO. |
| <u>Rent to Buy Scheme</u> | 90% | <p>CEO has met with the Department in relation to this. Obtained examples of what some other Councils are doing in this space. CEO commenced drafting of the documentation to support scheme. Document is now completed in Draft for the majority</p> <p>Draft has been sent to the Department for review and feedback before formal adoption following the LG election</p> |
| <u>Residential Subdivision</u> | 65% | <p>Draft survey layouts have been provided and the CEO has commenced discussions with the Department in relation to the acquisition of land for future urban expansion. Further discussed with Department during recent visit to Carpentaria Shire Council 25th October 2023</p> <p>Application has been lodged with Department to purchase the land from the State Government. Department have requested an extension till April to obtain a valuation for the land</p> <p>CEO is working on an application for planning funding through the Housing Support Program from the Federal Government</p> |
| <u>Gough Street – Units (planning)</u> | 85% | <p>Architect has been engaged and visited site. Also held discussions with Councillors to ascertain input into the layout, yield, and possible design</p> <p>First draft distributed to Councillors for feedback. Feedback sent to Architect for inclusion and amendment of first draft. Further plans provided by architect and forwarded to Councillors on 22 November 2023</p> <p>Further update from Council at December Meeting – One bedroom units reduced to 4 only. Balance as two bedroom units</p> <p>Architect advised of proposed change</p> <p>New drawings provided with 4x1 Bedroom units and balance as two bedroom (20)</p> <p>Now moving to obtain QS report to ascertain estimate to complete the build</p> <p>QS Report has been received</p> <p>Have spoken to NWQROC CEO to progress the development of a Business Case for the Units to present to the Federal Government in</p> |

BUSINESS PAPERS

| | | |
|---|------|---|
| | | preparation for when the HAFFF (Housing Australia Future Fund Facility) grant funds are announced by the Government |
| <u>Candidate Information Session</u> CEO to prepare a presentation and conduct an information session for intending candidates prior to the close of nominations for the 2024 local government election. | 100% | This information session will be held in conjunction with Departments Information Sessions on 6 th and 7 th December. |
| <u>Councillor Induction Handbook</u> CEO to prepare the Induction Handbooks for the incoming Councillors and present at the Induction. Also, to prepare a presentation for the Induction Workshop with new elected members following the declaration of the poll and the Post-Election Meeting. | 100% | The template from the Handbook provided to the Councillors following the 2020 Election will be updated to ensure the latest information is available to the 2024 cohort of Councillors following the March/April 2024 Local Government Election Handbook is now complete |
| <u>Company Limited by Guarantee/Shares</u> CEO to meet with the Department to ascertain if the establishment of a company limited by guarantee will be supported including the transfer of assets from Council to the newly established Company. CEO to also commence, following confirmation from the Department, the development of Policies and Procedures and the other Governance arrangements for the Company's establishment. | 80% | The CEO has met with the Department and progressed discussions with King and Company Solicitors. In discussions with King and Company an option will be provided in relation to a Company Limited by Shares, pros, and cons for both will be provided for consideration. King and Company have been advised to progress with the development of the constitution for the Company Limited by Shares following the resolution at the November meeting King and Company have now provided the draft constitution for the Company Limited by Shares Draft Constitution and other Documents have been distributed to the Department for review prior to formal adoption following the LG Election |
| <u>WH&S and Psychosocial Health</u> CEO and Senior Leadership Team to ensure that WH&S continues to remain front of mind and we continue to strive to achieve the identified targets set in the WH&S Safety Management System. | 50% | We are implementing good practices in relation to WH&S and training has been provided to Supervisors in relation to Psychosocial Health. A new system – SkyTrust has been installed and rolled out throughout Council. Additional information as received is distributed through to the Senior Leadership Team Noticing additional utilisation of the Skytrust program for Take 5's and the completion of inspections and incident reporting and close out. |
| <u>Small Business Friendly</u> CEO to work with the Director Community Services, Tourism and Regional Prosperity and the Manager Economic and Community Development | 45% | Charter has been signed and we are working through the documentation provided by the Office of the Small Business Commissioner in relation to the Accelerator Program. First draft of Accelerator Program has been |

BUSINESS PAPERS

to progress the Accelerator Program as part of the Small Business Friendly program

submitted to Small Business Commissioner for review and feedback.

May is Small Business Friendly Month and the Community Development Team are working on events and promotion of the small businesses in the Carpentaria Shire Council area

Social media posts are being arranged and will be scheduled for the month of May

Recruitment of new CEO
CEO to prepare a report and advertise a Special Meeting with agenda item to include the recruitment for new CEO as soon as possible following the Post-Election Meeting.

100%

A report will be drafted for the Special Meeting to follow the Post-Election Meeting to allow the elected members to decide on the recruitment of the new CEO.

Draft report commenced
Draft Report ready for Special Meeting Agenda

New CEO – Handover Notes
CEO to prepare detailed handover notes to provide to the new CEO as part of the smooth transition between current CEO and incoming CEO.

95%

The compilation of Hand-Over Notes for the incoming CEO have been started and is largely compiled to date.

Additional items are added to the hand over notes as required.

AGFORCE

GLENCCORE/CTSCO PROPOSAL FOR OUR GREAT ARTESIAN BASIN

**SAVE THE GAB,
DONATE HERE:**
bit.ly/agforce-protect-the-gab

CO₂ released -
no environmental benefit

People eating unsafe food

**WATER PERMANENTLY
AFFECTED BY WASTE CO₂**

Heavy metals released

Great Artesian Basin

Crops and livestock affected

Regional town water threatened

**Farmers' bores bringing up water
tainted by CO₂ and
HEAVY METALS**

**Glencore makes
BILLIONS \$**

**Great Artesian Basin (GAB)
turned into a
WASTE DUMP**

A fairer funding deal for Queensland communities



Every Queensland
community deserves
to be a liveable one



LGAQ Cost Shifting Report

Executive Summary

Queensland communities have never relied on their councils for so much.

Soaring living costs, a housing crisis, community safety and a transitioning economy are all impacting the daily lives of Queenslanders.

Councils are doing what they can to support communities through these challenges, even though the responsibility lies with other levels of government.

This means councils are using their limited resources to fund services that are not their responsibility to fund.

- Councils are running the local childcare so they can still attract a workforce by supporting families in the community.
- They are paying for rebroadcasting so residents can access free-to-air TV and radio.
- They are purchasing buildings so there is a home for critical health services.
- They are providing undertaking and morgue services.
- They are spending millions of dollars each year on security cameras to keep their communities safe.
- They are providing housing; running the post office, the service station, the bakery – the list is endless.

Councils are funding these additional services and infrastructure because State and Federal governments have stopped providing them – or are not appropriately funding councils to cover the cost of their delivery.

Councils do not step in because they want to, they step in because they have to. Without their intervention, many communities would not be able to exist.

But it all comes at a cost. A cost that comes at the expense of delivering other council services. A cost that should be borne by other levels of government but is not.

**This
is
Cost
Shifting.**

The LGAQ has quantified that cost with the help of Queensland councils and leading research consultancy AEC Group.

For the first time in 20 years, we have a concrete picture of the impact this cost shifting is having on Queensland councils – and the communities they serve.

The impact is staggering.

In 2002, the financial impact of services shifted onto local councils over a 12-month period was estimated to be \$47 million.

Two decades on, this has increased by a whopping 378 percent to \$360 million over one year.

From the Cape to Coolangatta, this research confirms the level of government that has the most direct impact on communities is the level that is doing it with the smallest share of government taxation revenue.

Communities cannot afford for the cost shift to continue. Cuts and cost shifts to councils are cuts to community liveability.



The level of government that is funded the least – around three cents in every dollar of taxation revenue compared to 80 cents for the Federal Government and roughly 17 cents for the State Government – local government cannot keep delivering more and more, without adequate funding to do so.

It is not fair that people should miss out because funding, policies and legislation from Federal and State governments hasn't kept pace with the needs of every local community.

We have included a list of recommendations to end the cost shift, to provide communities with what they deserve including restoring federally funded Financial Assistance Grants to at least one percent of Commonwealth and taxation, to both levels of government, expanding a list of roads, infrastructure and community funding programs.

State and Federal government cost shifting needs to end.

It is time to give communities and their councils the financial fair go they need so all Queensland communities remain liveable ones.

Alison Smith
LGAQ CEO

About the problem

What is cost shifting?

As Australia's most decentralised state, more communities are spread across the length and breadth of Queensland than anywhere else.

Queensland councils are the most diverse in the nation. We have the biggest metropolitan councils in the country – as well as the local government areas with the fewest people living in them.

Councils do so much more than roads, rates and rubbish. In many cases, they are the service providers of last resort, stepping in to fill the gaps left by State and Federal governments, or private operators.

Cost shifting refers to services or other costs transferred to local government from State and Federal governments without the necessary funding (or powers to general revenue) to provide the service – as well as where there is market failure from commercial interest to provide the essential services within the community.

The very existence, and survival, of some communities depends on the delivery of these services.

Without councils stepping in to provide what a liveable community needs – like childcare, morgue and undertaking services, airports and vital health services – many communities would be unable to exist.



3%

Local Government is funded about three cents in every dollar of taxation revenue – the least of all levels of Government.

The current climate

The increase in the range of services provided by councils to maintain the liveability, or social capital, for their communities has a clear impact on the financial sustainability of the local government sector.

The recent Local Government 2022 (Report 15: 2022-23) highlighted that 46 of 77 councils (or 60%) are at either a moderate or a high risk of not being financially sustainable.

As population shifts and rate bases change, so does the ability of councils to raise their own revenue.

Quite simply, councils are doing more, with less.

Nationally, councils deliver 33% of the services with only 3% of the direct taxation funding.

And as councils continue to go above and beyond for the sake of liveability, they can only do so much.

Cost shifting means councils are forced to make difficult decisions and trade-offs in the provision of additional services – with core service delivery now competing for resources and budget as they are forced to take on the responsibilities of other levels of government.

As the number of Queenslanders rating the liveability of their local area as excellent or good is decreasing, there has never been a more critical time to address the issue of cost shifting.*



46 of 77 councils (60%) are at risk of being financially unsustainable.



Councils deliver 33% of services, whilst receiving only 3% of direct taxation funding.



As population shifts and rate bases change, so does the ability of councils to raise their own revenue.

* 2023 LGAQ Community Sentiment Research

LGAQ Cost Shifting Report

About the Survey

In 2022, the LGAQ engaged AEC Group to develop a survey to quantify the level of community service obligations provided by councils in Queensland.

A community service obligation is defined as an obligation government imposes on a business entity to do something that is not in the commercial interests of the business entity to do.

It further encompasses decisions made by the Council not in their commercial interest – but to meet a specified social objective – to maintain liveability for their community.



75%

The infographic features a large green circle with a white circular progress indicator that is 75% complete. The text '75%' is centered within the white arc.

58 of 77 councils across Queensland completed the survey (a response rate of 75%).



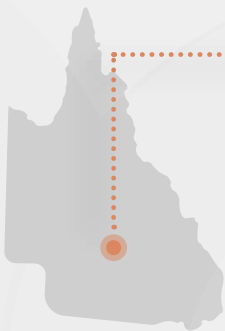
AEC

The AEC logo is displayed in white, bold, sans-serif capital letters inside an orange circle.

Councils completed the survey to the best of their ability, with support from AEC Group, including facilitated interviews, where necessary.



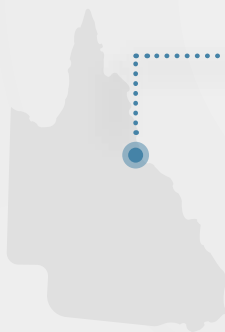
Impact snapshot



Blackall-Tambo Regional Council

\$1,775,200 in reported community service obligations or 35.5% of general rate income, including:

- Airport operations
- Cemetery undertaking services
- Youth sport and recreation



Townsville City Council

\$18,664,730 in reported community service obligations or 5.2% of general rate income, including:

- Pensioner assistance
- Community leases
- First homeowner concessions

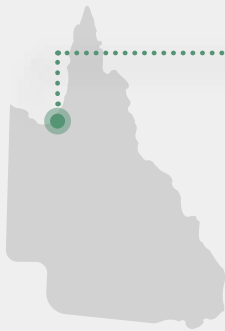


Brisbane City Council

\$116,140,000 in reported community service obligations or 10% of general rate income, including:

- Traffic planning and management
- Subsidising public transport





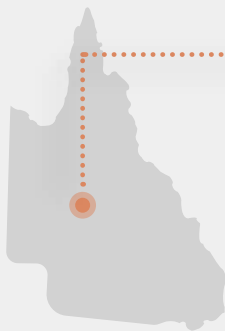
Carpenteria Shire Council

\$1,018,776 in reported community service obligations
or 13.2% of general rate income, including:

- Undertaking
- Gyms
- Environmental health



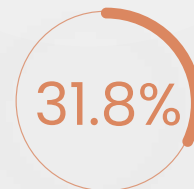
of general rate
income



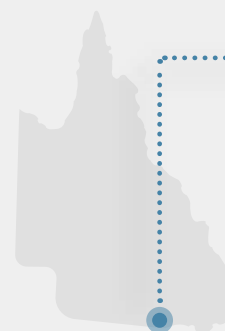
Longreach Regional Council

\$3,557,902 in reported community service obligations
or 31.8% of general rate income, including:

- Airport services
- Stock route management
- Australia Post services



of general rate
income



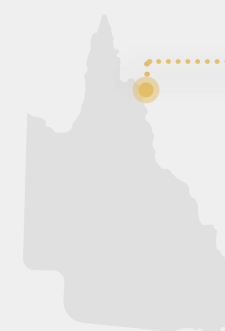
Balonne Shire Council

\$1,575,500 in reported community service obligations
or 15.5% of general rate income, including:

- Running airport
- Supporting seasonal workers and new residents
- Supporting opportunities for tertiary education



of general rate
income



Cairns Regional Council

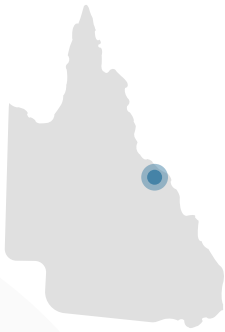
\$4,470,000 in reported community service obligations
or 1.6% of rates income, including:

- Climate resilience
- Boat ramps and dredging
- Smoking regulation and infrastructure



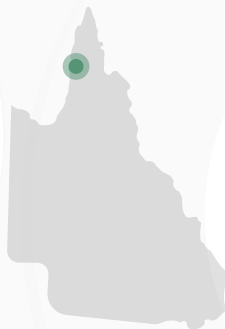
of rates
income

LGAQ Cost Shifting Report



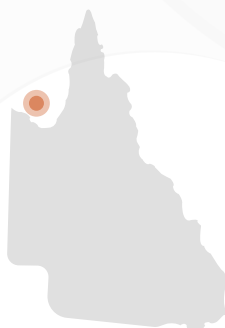
"Funding for vital infrastructure, including roads, is reducing, and has not kept up with CPI. It does not adequately provide funding for us to service all our state roads. Biosecurity is also a key issue in the Whitsunday Region – and we need increased funding support to fund on-ground actions to deal with growing threats like Yellow Crazy Ants, control weeds, and manage the residential impact of flying foxes."

Whitsunday Regional Council



"Because Council has a permanent and extremely visible presence in the community, it is often the scapegoat for the failure of service delivery from other stakeholders and working groups, many of whom operating on a FIFO/DIDO basis despite funding capacity to maintain a permanent presence in Aurukun."

Aurukun Shire Council



"Council proactively addresses a range of infrastructure matters, particularly relating to potable water and wastewater, as well as roads upgrades and maintenance, that should be the remit of the state and Commonwealth. Further, the state and Commonwealth should step up when it comes to ongoing critical matters like public housing, youth justice and social welfare. The state and Commonwealth need to be held accountable and demonstrate a genuine commitment towards improved liveability. Our Council always picks up the pieces when the state and Feds don't deliver!"

Mornington Shire Council

Why does this matter?

Cost shifting to councils matters because if it is allowed to continue it will be local communities who miss out.

Cuts to councils are cuts to community liveability. Councils want cost shifting to stop, and for other levels of government to step up and resume their responsibilities – or to better fund councils to take on their delivery.

Community solutions

Federal Government

Queensland councils have a set of priorities to restore the balance in our federation and give all local communities a fair go.

Restore Financial Assistance Grants to at least one per cent of Commonwealth taxation revenue (not including GST), to address the serious financial sustainability issues experienced by all councils.

Provide funding certainty for all Queensland councils by restoring the very successful Local Roads and Community Infrastructure (LRCI) Program, which is currently due to end on 30 June 2026, with the same broad program remit that was initially introduced and in legislation.

Community solutions

State Government

Guarantee funding Works for Queensland of \$100 million a year, plus indexation, to give councils and local communities certainty and to retain secure jobs in regional communities at a time when cost of living pressures are hurting the household budget.

Queensland councils strongly welcomed the 2023 State Budget announcement of a one-off increase in State Government Financial Aid (SGFA) funding to deliver essential services in communities including maintaining water and road infrastructure. We are now calling for **permanent funding**, indexed annually, to give **First Nations councils and their communities** the certainty they need to plan and deliver their operations over the medium and long-term.

Recognise the systemic infrastructure funding gap for local governments in Queensland and invest a further \$500 million per annum for at least four years, to support investment in core trunk infrastructure and critical renewal and augmentation of assets, including water, sewerage, drainage and road assets.

Increase annual funding for the Transport and Infrastructure Development Scheme (TIDS) to \$100 million to build safer road networks in regional communities, support almost 1200 FTE jobs and enhance flexibility to support rural communities. Safer roads are the backbone of thriving communities, they facilitate economic growth, access to education and healthcare, and the overall quality of life we desire.

Reintroduce an ongoing and dedicated subsidy program such as the former Water and Sewerage Program (WASP) to assist regional councils to maintain ageing infrastructure and safe, sustainable service levels and in the immediate term, to address a backlog of necessary upgrades and renewals and make capital funding available through the continuation of the successful Building our Regions program, which will see funding end on 30 June 2024.

Supercharge the circular economy with \$400 million over four years from the \$1.1 billion Jobs and Recycling Fund to support the development of waste infrastructure needed to reach landfill diversion targets in regional and First Nations communities and realign advance payment schedules and environmental regulation from regional waste management plans.

Boost biosecurity through a new partnership, with greater regional collaboration and increased funding of on-ground actions that support priority pest and weed management.

For further information contact:

Sarah Vogler


LGAQ Head of Advocacy

Phone: 07 3000 2286

Email: sarah_vogler@lgaq.asn.au

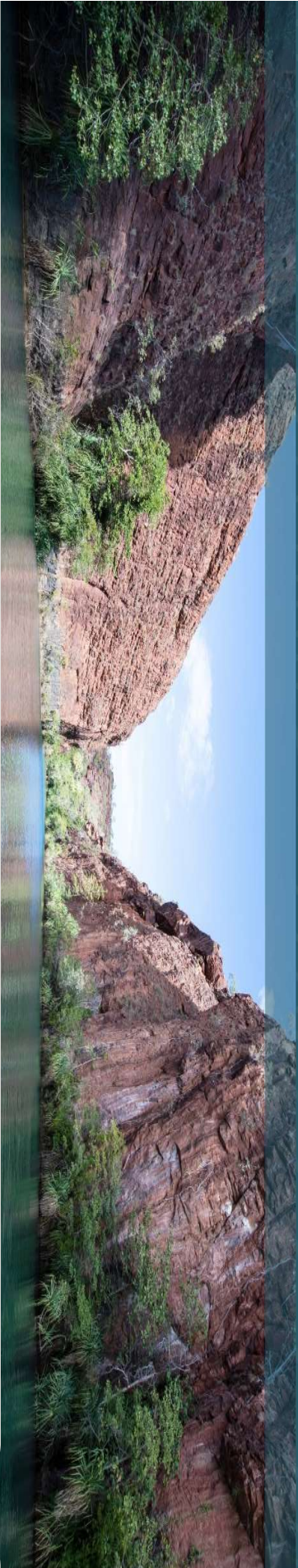


Every Queensland community deserves to be a liveable one



Queensland
Government

Department of Regional Development,
Manufacturing and Water

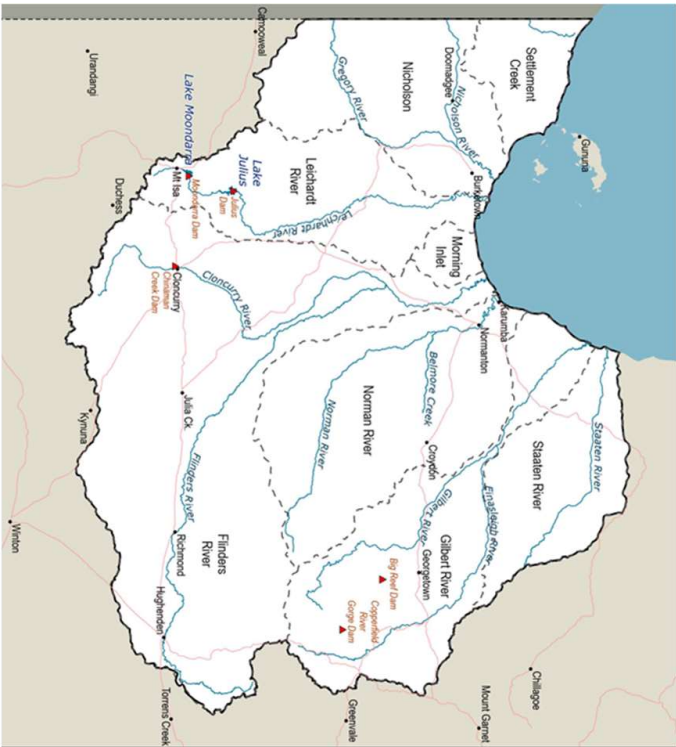


Gulf Plan Review

Ingrid Fomiatti Minnesma
Executive Director
Water Resource Management – North Region
Department of Regional Development, Manufacturing and Water

Ministerial announcements - Friday 15 March

- Minister acknowledged increasing demand from **critical minerals sector** and **expanding irrigation sector** in the Gulf water plan area.
- As a result, Gulf water plan review and Gulf Regional Water Assessment (RWA) will start earlier than expected and run in tandem.
- DRDMW will lead the RWA with \$2m support from DOR Office of Critical Minerals Queensland.
- North Region Water Planning and Science (water plan) and Regional Water Assessments team (RWA) will keep each other informed and collaborate where appropriate.

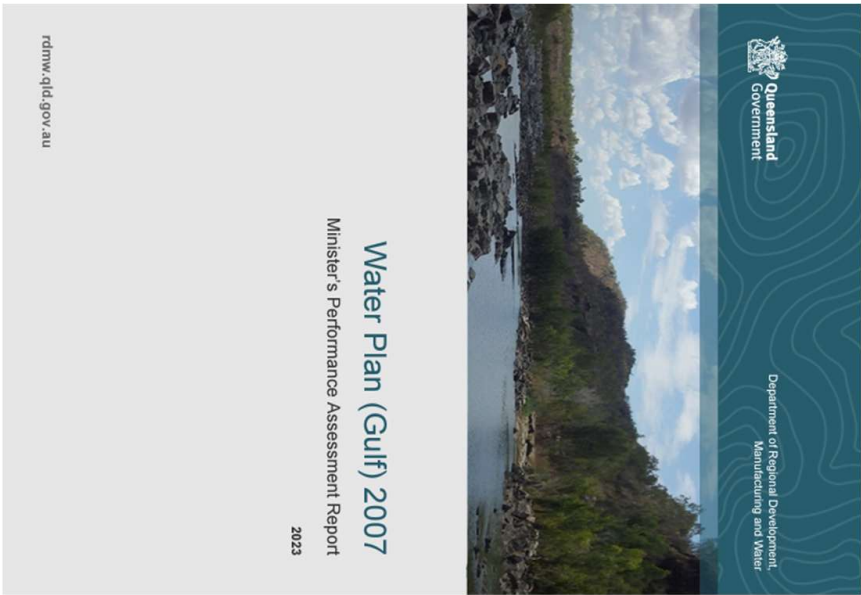


Background: Ministers performance report 2023

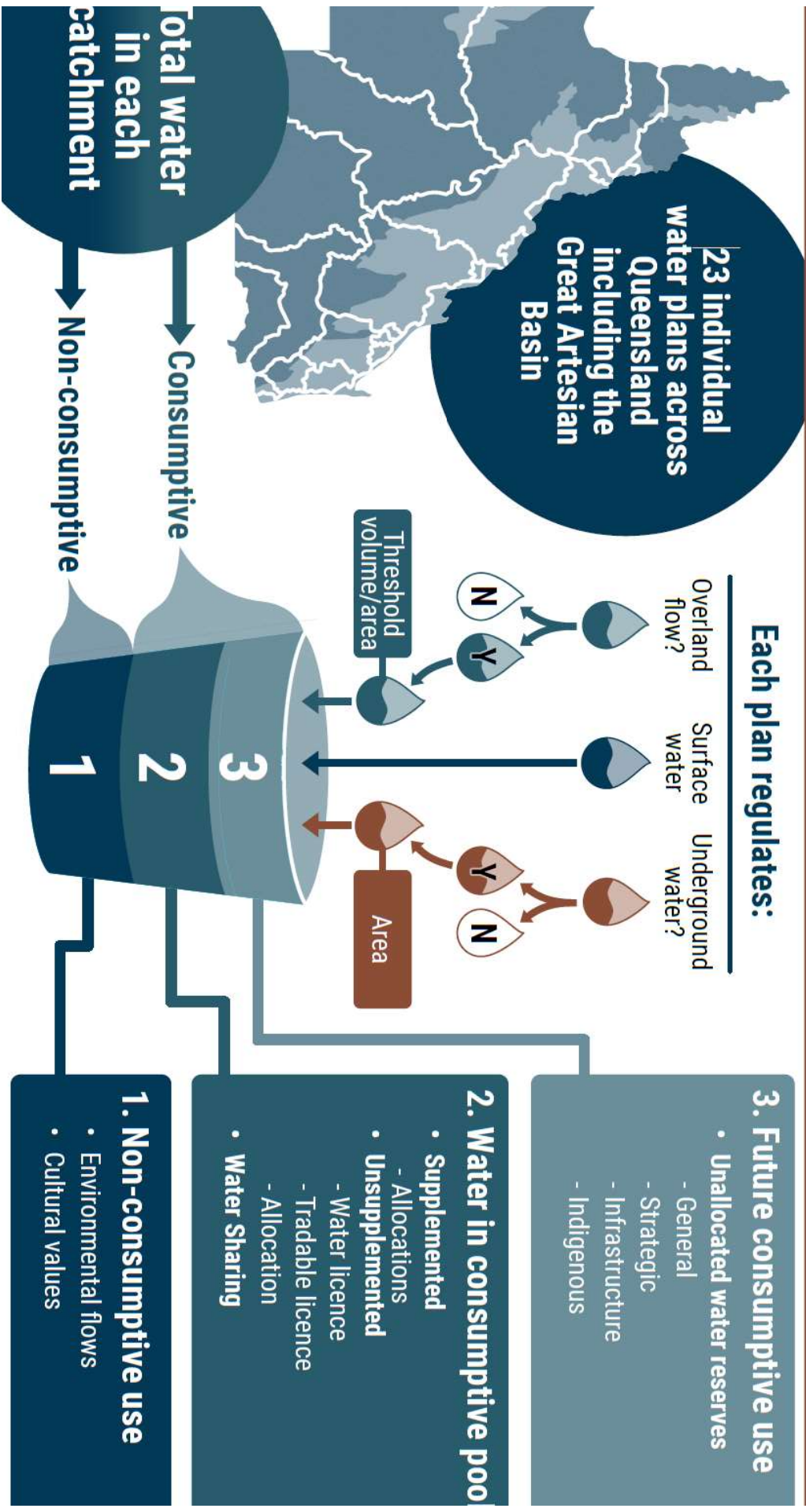
- Overall: Water is being managed sustainably in the Gulf water plan area.

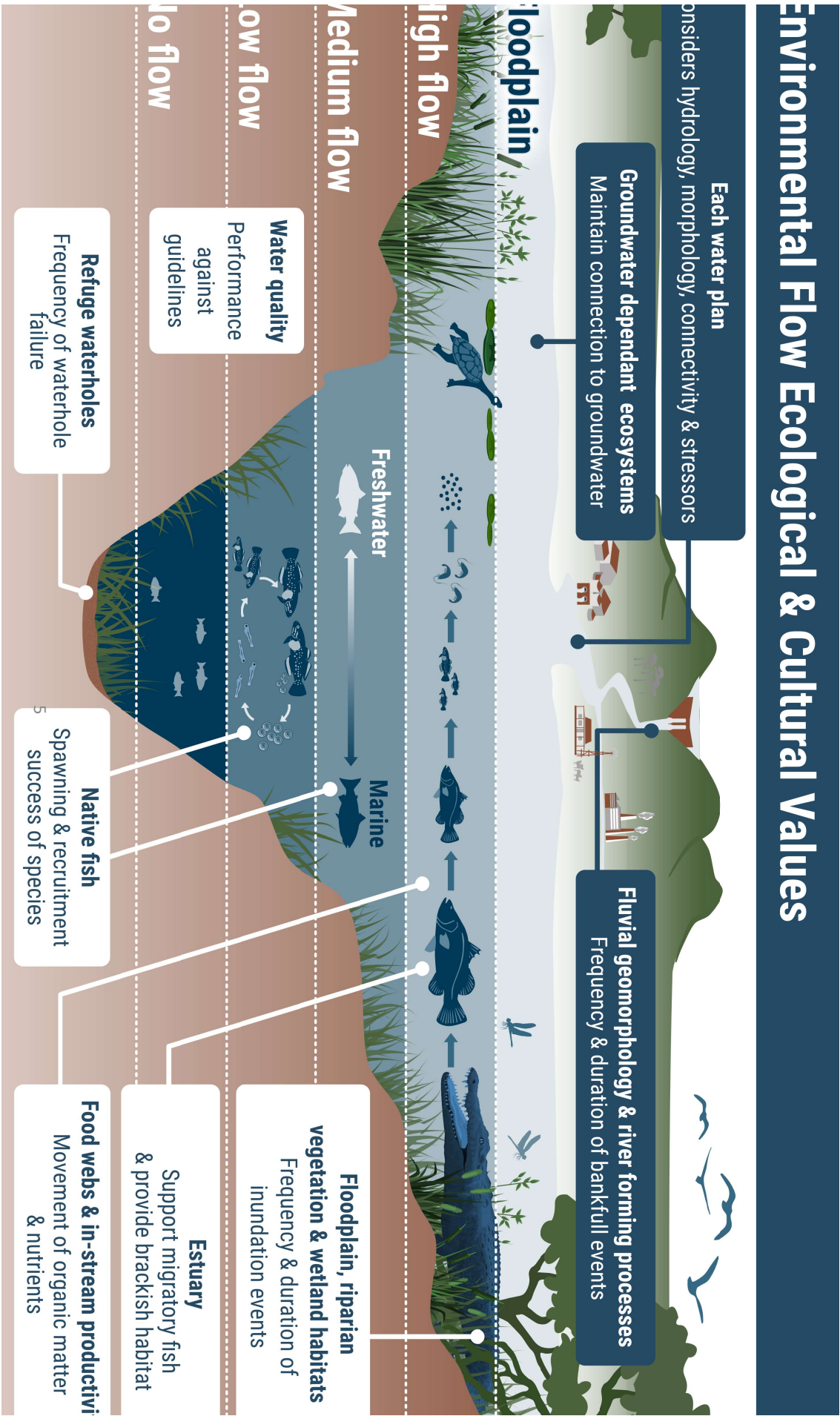
- However: A key issue is a growing demand for water in the area which is not currently being met in the water plan.

- Therefore: The water plan needs to be reviewed and replaced to ensure long-term water needs can be best met and managed into the future.

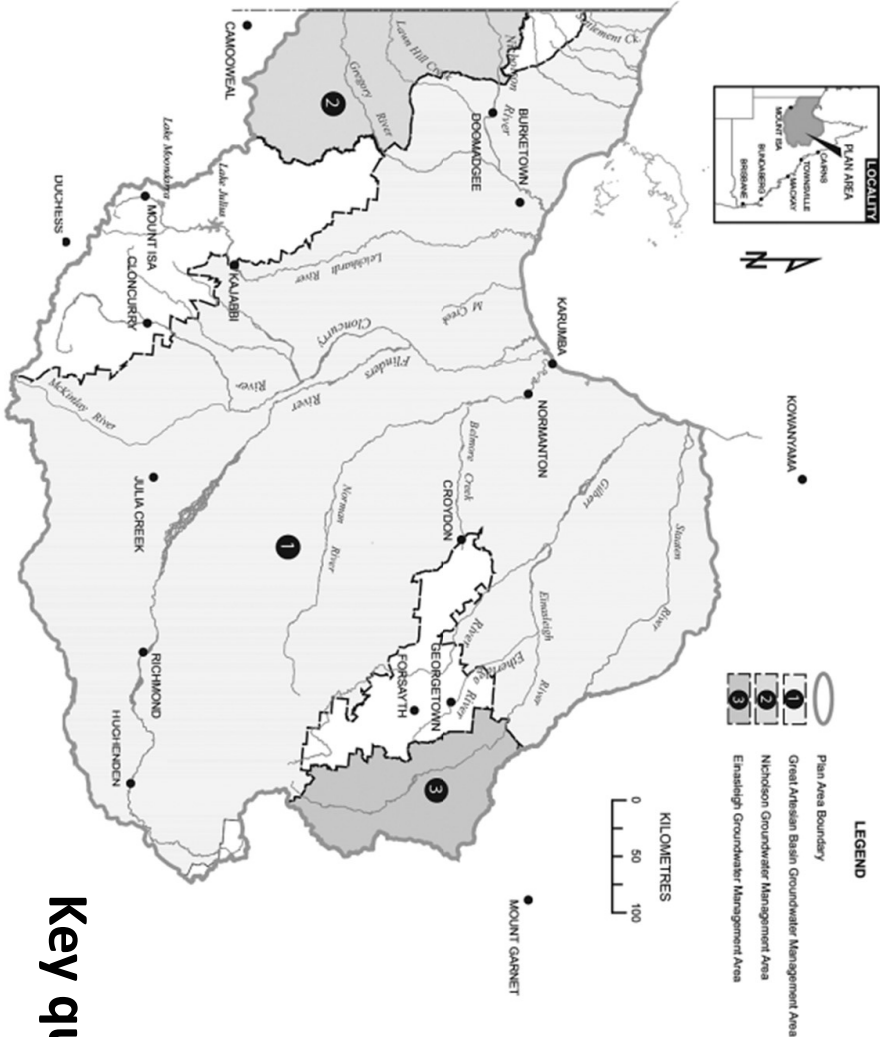


What do water plans regulate?





Water that is regulated and Plan area



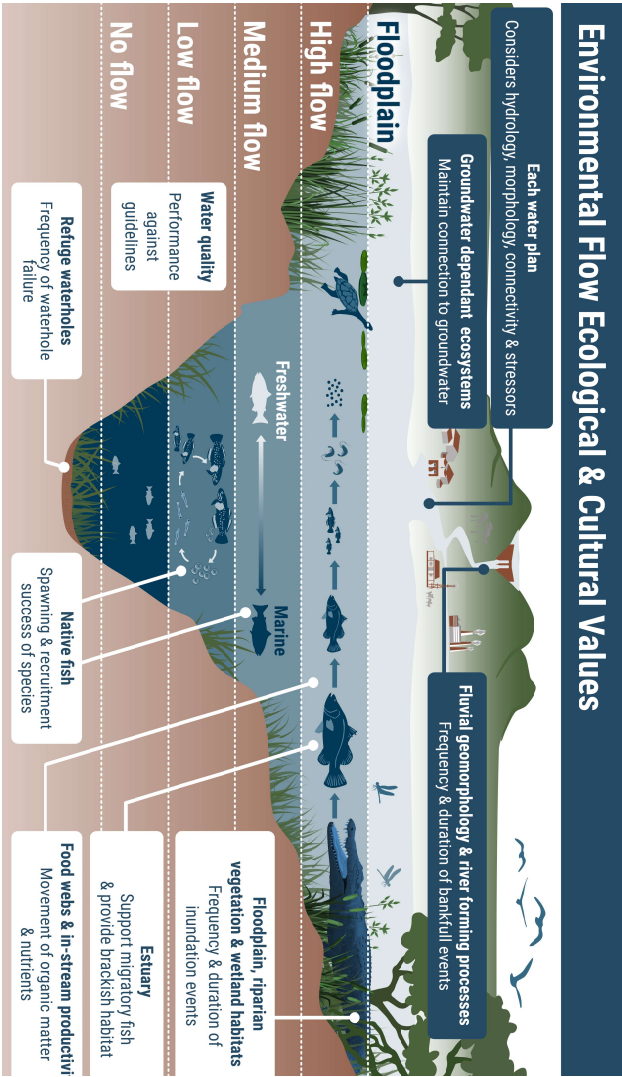
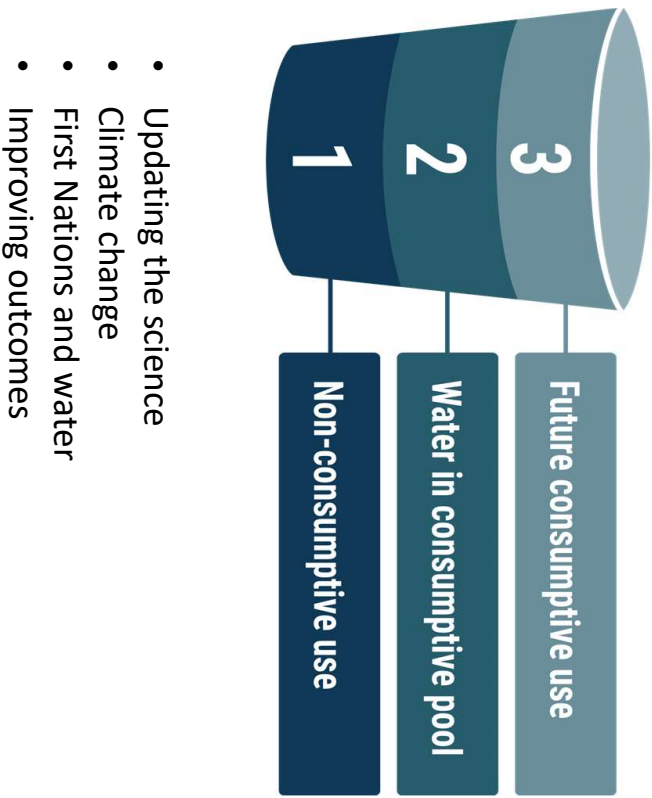
All water in a watercourse, lake or spring

Overland flow water > 250ML

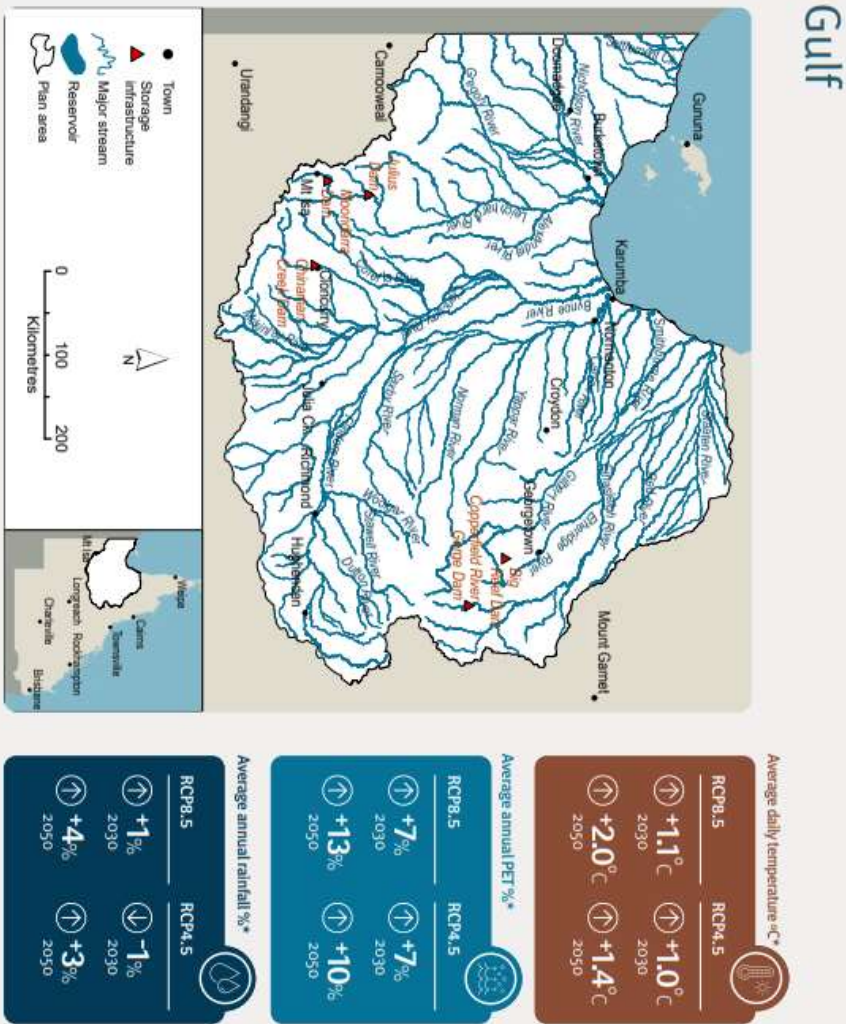
Underground water
(Nicholson or Einäsleigh GMA)

Key question: does this need to change?

Non consumptive use – matters for consideration

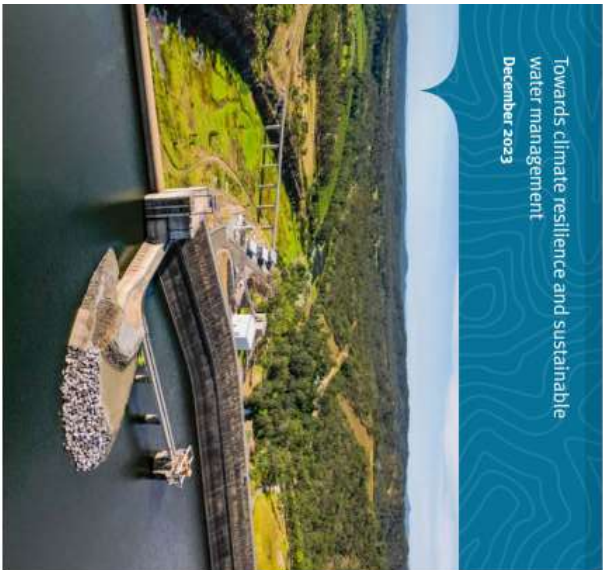


Climate change

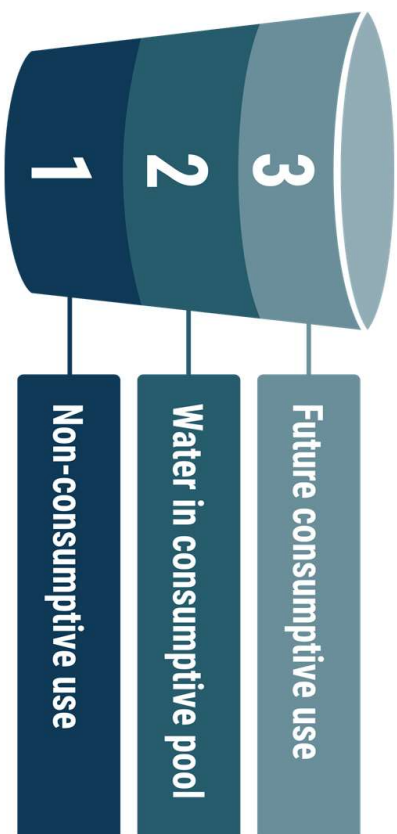


Queensland's water plans
in a variable and changing climate

Towards climate resilience and sustainable
water management
December 2023



Water in consumptive pool



Water entitlements

- Understanding water entitlements
- water licences / allocations

Water trading

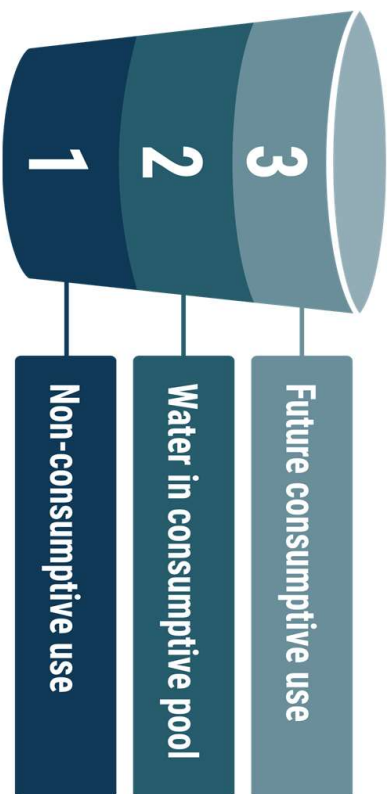
- Understanding existing barriers to water trading
- Changing or adding trading rules

Key question: does this need to change and if so, what changes would you like to see?

2. Water in consumptive pool

- **Supplemented**
 - Allocations
- **Unsupplemented**
 - Water licence
 - Tradable licence
 - Allocation
- **Water Sharing**

Water in Future consumptive pool



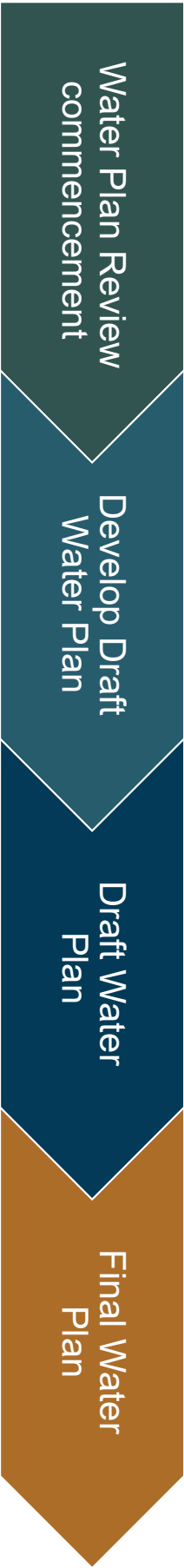
• Identifying unallocated water

- Growing water needs and assessing demand for additional water
- Possibility to review UAW reserves
- Possibility to review the types of water entitlements granted from reserves

Key questions: what are your water needs and what changes would you like to see?



The process from here



2023 - 2024

- **5 December 2023**
 - Release of Minister's performance assessment report
- **15 March**
 - Commencement of water plan review
- **Up to Mid-July**
 - Preliminary consultation

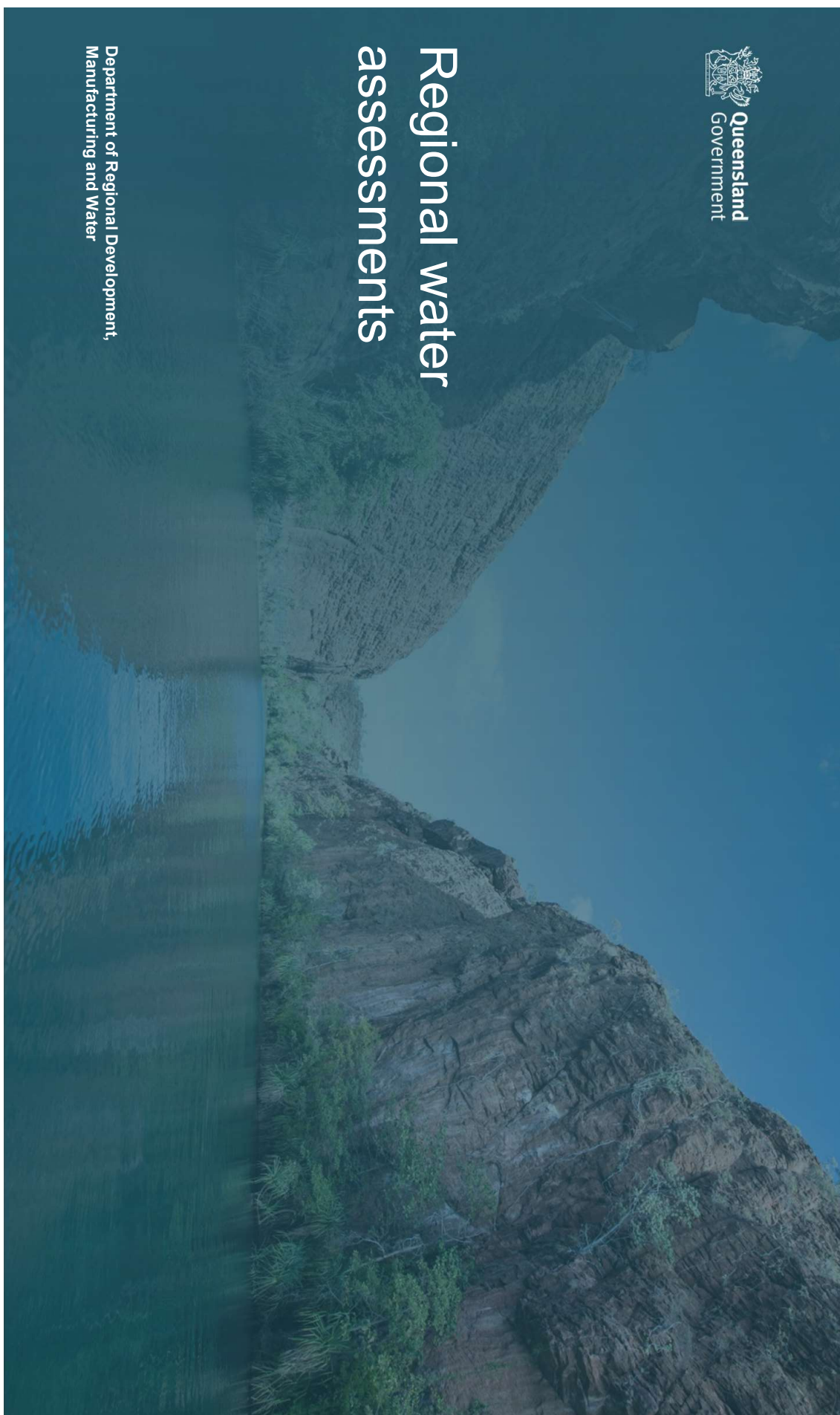
2024 - 2025

- Technical assessments
- Further stakeholder consultation
- Release of draft replacement plan
- 2nd public consultation period

March to May 2026

Oct 2027

- **1 November 2027**
 - Water Plan expires
 - Final plan released prior to expiry

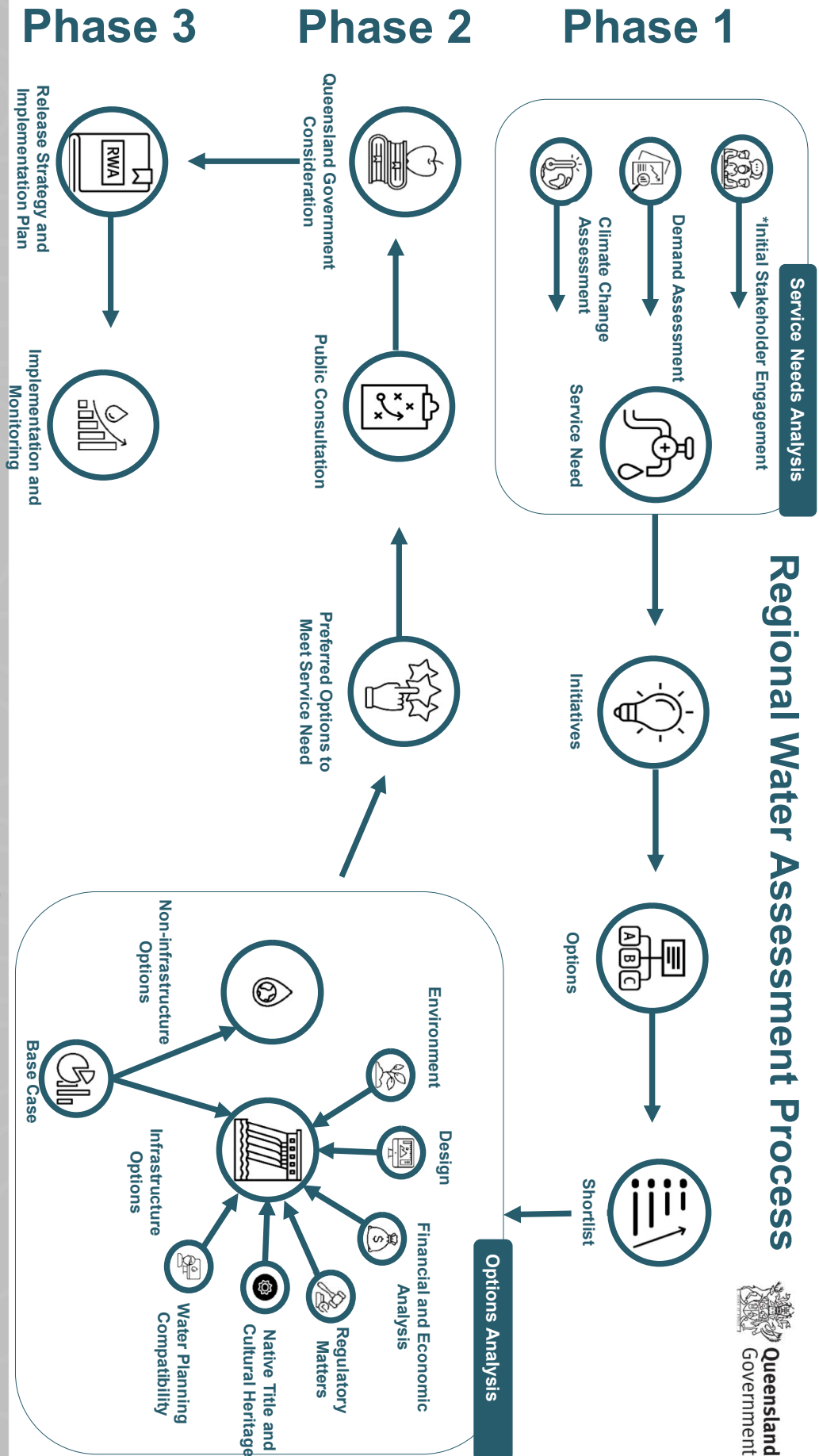




Gulf Regional Water Assessment



- Sustainable ways to maximise water supply and security
- Will consider all infrastructure and non-infrastructure options
- Will work with local government, industry and peak bodies, and consulting with Traditional Owners.



Briefing Paper

Topic: Queensland Connects: Cohort 4 – Resilience

Purpose:

To inform the Council of the Queensland Connects Program and the associated involvement of Carpentaria Council's involvement in this statewide disaster resilience initiative.

Background

In April 2023 Carpentaria Shire Council was invited to join the Community Capacity Building Team (CCB Team) that was established under the Queensland Government's *Queensland Connects – Cohort 4 Program*. *Queensland Connects* is a regional entrepreneurship acceleration program that supports regional leaders to develop a detailed understanding of the strengths of their region or sector. Bringing together key innovation ecosystem leaders to solve a regional challenge or unlock a key sectorial or regional opportunity that will help connect and grow the sector or region.

Queensland Connects – Cohort 4 is focused on helping areas across Queensland become more resilient, through this recognised regionally led open innovation process. The Program provides a unique opportunity for stakeholders to work together to build on existing understanding of disaster risks and explore innovative solutions to some of the highest priority, enduring or complex challenges facing Queensland. The key outcome is enhancing disaster resilience capacity and capabilities for the future, with particular focus in regions or sectors where the intensity of disaster events is increasing, and capabilities are being stretched. Outcomes may help create new growth, high value jobs, and global commercial opportunities in the longer term as Queensland grows and shares its disaster resilience capabilities – converting a vulnerability into a strength.

There are five Queensland Connects Cohort 4 teams that are made up of representatives from all levels of government, universities, corporate and entrepreneurs. Each team has specific disaster resilience areas being:

- Inundation
- Connectivity
- Drought and Heatwave
- Community Capacity Building
- Innovative Communications

Benefits and Opportunities

Qld Connects has provided the opportunity for the Council to build strategic alliances and partnerships with a range of stakeholders to unlock regional opportunities to achieve improved community resilience for remote communities. The Program provides a unique opportunity for stakeholders to work together to build on existing understanding of disaster risks and explore innovative solutions to some of the highest priority, enduring or complex challenges facing Queensland. With the focus being on delivering key outcomes to enhance disaster resilience capacity and capabilities for the future.

Who is Involved

The Queensland Connects Community Capacity Building Team (CCB Team) covers two local government areas being Carpentaria and Kowanyama and is made up of the following membership.

| Name | Title | Organisation |
|-----------------------|---|--|
| Mark Crawley | CEO | Carpentaria Shire Council |
| Kevin Bell | CEO | Kowanyama Aboriginal Shire Council |
| Anne Andrews | Director Community Development, Tourism and Regional Prosperity | Carpentaria Shire Council |
| Dr Jim Turnour | Principal Strategic Regional Planner | James Cook University |
| Professor Marcus Foth | Professor of Urban Informatics | QUT |
| John Arrowsmith | Executive Manager | Inspector General Emergency Management |
| Trent Small | Managing Director | Absolute Building Supplies |

Mark Crawley is the chairperson of the CCB Team, and project support has been provided by Leanne Tu'ipulotu, Principal Advisor from Peak Services

Team Participation

The Teams have regularly meet virtually and the have participated in a series of five workshops including:

- Kick Off Workshop held on 12 May 2023 in Brisbane
- Workshop 1 held on 4 – 6 July 2023 in Longreach
- Workshop 2 held on 11-13 September 2023 in Cairns
- Workshop 3 held on 29-30 November 2023 in Brisbane
- Workshop 4 held on 13 -14 February 2024 in Brisbane

The Council's CEO has participated in all of these workshops. The Queensland Government has funded all travel, accommodation and meals expenses for all team members.

Workshop 3 included delivering a Pitch presentation on the work of the respective teams, to members of Parliament and other key stakeholders at a Symposium Breakfast that was held at Parliament House on 30 November 2023.

Project Initiatives

Community Capacity Building Team has identified and developed their Must Win Battle which is *"Identify and empower catalysts to ensure engaged communities drive localised solutions for disaster resilience and preparedness."*

The Team's vision is: *"Survive & Thrive: Creative approaches to engage locals in remote Queensland together with Indigenous knowledge to foster community-led disaster practices."*

Objective: To develop partnerships and create an engagement framework and principals to progress projects with local First Nations leaders and key community organisations with a focus on strengthening disaster resilience and planning.

The CCB Team has developed key project deliverables for each LGA which have named the Carpentaria Collective and the Kowanyama Collective.

➤ **Carpentaria Collective**

The Carpentaria Collective is an innovative initiative to empower local communities to enhance their disaster resilience and to foster local collaboration. To achieve this the team is working to deliver genuine community engagement to develop a sustainable framework to engage First Nation peoples and their organisations in Carpentaria disaster management arrangements. Leading to the development of the First Nations Engagement Framework that will contribute to incorporating Indigenous cultural knowledge and organisations into disaster management planning including for preparedness and recovery.

The Team has successfully secured \$80,000 from Queensland Connects Seed Funding for this project. Work is currently underway to deliver this initiative in partnership with JCU and QUT.

The learnings from the Carpentaria Collective will be shared with Kowanyama Aboriginal Shire Council to assist in developing a similar model in this neighbouring community and other remote communities and we expect the principals to be transferable to other groups.

➤ **Kowanyama Hub**

The CCB Team have identified there is a need for a new physical building in Kowanyama to house the disaster co-ordination and recovery activities in times of disaster. This building is referred to as the Kowanyama Hub. When there are no disaster operations it is envisaged that this building will serve as an Indigenous Knowledge Centre (IKC). Conversations about a partnership with the State Library of Queensland are underway. The Kowanyama Hub will double as an Indigenous Knowledge Centre, the project is working towards ensuring Indigenous knowledge is integrated into local disaster management planning and mitigating the impacts of natural disasters on Indigenous culture and their tangible/physical artefacts and sacred objects and relics.

The establishment of the Kowanyama Hub will address the disconnect between statutory disaster planning and the lived experience of the local community in a tangible and impactful way.

The first stage in developing the Kowanyama Hub is to engage a specialist consultant to develop a Concept Plan and Feasibility Study. The Team successfully secured \$55,000 from Queensland Connects Seed Funding for this project. Work is currently underway to deliver this initiative.

Future Directions

Whilst funding for the Qld Connects Program will cease 30 June 2024, the Community Capacity Building Steering Committee (CCBSC) has been established to continue to lead the work of the Queensland Connects Community Capacity Building Team and a Terms of Reference has been developed for the CCBSC.

The outcomes of the Carpentaria Collective engagement project will inform the next steps for the Carpentaria Collective.

The outcomes of the Kowanyama Hub project will inform the next steps which will include detailed designs and costings for the construction of the Kowanyama Hub.

Work has been done to identify suitable funding programs to progress both project initiatives. Funding applications will be prepared and submitted in due time and will be overseen by the CCBSC.

BUSINESS PAPERS

9.2 CODE OF CONDUCT FOR COUNCILLORS

| | |
|----------------------|---|
| Attachments: | 9.2.1. Code of Conduct for Councillors - Approved 22 February 2024 ↓ |
| Author: | Mark Crawley - Chief Executive Officer |
| Date: | 16 April 2024 |
| Key Outcome: | A well governed, responsive Council, providing effective leadership and management, and respecting community values |
| Key Strategy: | Maintain a focus on integrity, Accountability and Transparency in all that we do |

Executive Summary:

In accordance with the legislation the Minister has developed the Code of Conduct for Councillors and the attached is the recently approved version as of 22 February 2024.

RECOMMENDATION:

That Council acknowledge the Minister's Code of Conduct for Councillors – Approved 22 February 2024.

Background:

Under section 150D of the Local Government Act 2009 (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for councillors in the performance of their responsibilities as councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and mayors when carrying out their roles, responsibilities, and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in local government and their decisions.

Before assuming public office, all Councillors must make a declaration of office and commit to complying with the local government principles and obligations of Councillors in accordance with section 169 of the Local Government Act 2009 and 169 of the City of Brisbane Act 2010, as well as the standards of behaviour set out in this Code of Conduct. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct. This is the declaration that Councillors undertook at the Post Election Meeting held on 8th April 2024.

Consultation (Internal/External):

- Department Housing, Local Government, Planning and Public Works
- Local Government Managers Australia – Governance Officer
- Jacinda Sceresini – Executive Officer Governance, Projects and Communications

Legal Implications:

- Section 150D of the *Local Government Act 2009*

BUSINESS PAPERS

Financial and Resource Implications:

- Not applicable

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as low
- Public Perception and Reputation Risk is assessed as low

Queensland Government

Code of Conduct for Councillors in Queensland

Approved 22 February 2024

Last updated: 22 February 2024



Contents

| | |
|---|----------|
| Purpose of the Code of Conduct | 3 |
| Background | 3 |
| The Local Government Principles and Values | 4 |
| Consequences of failing to comply with the Code of Conduct | 6 |
| Unsuitable Meeting Conduct..... | 7 |
| Conduct breach..... | 7 |
| Misconduct | 7 |
| Corrupt Conduct | 9 |
| More Information..... | 10 |

Purpose of the Code of Conduct

The Code of Conduct sets out the principles and standards of behaviour expected of councillors and mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, councillors will increase public confidence in local government and their decisions.

Background

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for councillors in the performance of their responsibilities as councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, all councillors must make a declaration of office and commit to complying with the local government principles and obligations of councillors in accordance with section 169 of the *Local Government Act 2009* and 169 of the *City of Brisbane Act 2010*, as well as the standards of behaviour set out in this Code of Conduct. As part of that declaration, councillors must declare that they will abide by this Code of Conduct.

The Local Government Principles and Values

The legislation is founded on five local government principles with which councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement.
4. Good governance of, and by, local government
5. Ethical and legal behaviour of councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, councillors will:
 - make decisions in open local government meetings
 - properly inform relevant personnel of all required information
 - make decisions in accordance with law and policy
 - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, councillors will:
 - manage local government resources effectively, efficiently and economically
 - foster a culture of excellence in service delivery.

3. In representing and meaningfully engaging with the community, councillors will:
 - show respect to all persons
 - clearly and accurately explain the local government's decisions
 - accept and value differences of opinion.
4. In exercising good governance, councillors are committed to:
 - the development of open and transparent processes and procedures
 - keeping clear, concise and accessible records of local government decisions.
5. To meet the community's expectations for high level leadership, councillors will:
 - be committed to the highest ethical standards while performing their official duties
 - uphold the system of local government and relevant laws applicable to it.

This Code of Conduct also sets out standards of behaviour aimed at helping councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which councillors are expected to conduct themselves. It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

Last updated: 22 February 2024

Standards of Behaviour

This Code of Conduct sets out the standards of behaviour applying to all councillors in Queensland while acting in their official capacity. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs, being:

1. RESPONSIBILITIES
2. RESPECT
3. REPUTATION

Each standard of behaviour includes, but is not limited to, several examples to guide councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

1. Carry out RESPONSIBILITIES conscientiously and in the best interest of the local government and the community

For example, councillors will, at a minimum, have the following responsibilities:

- 1.1. Attend and participate meaningfully in all local government meetings, committee meetings, informal meetings, relevant workshops and training opportunities to assist them in fulfilling their roles other than where prior leave of absence is given
- 1.2. Respect and comply with all policies, procedures and resolutions of local government
- 1.3. Use only official local government electronic communication accounts (e.g.

email accounts) when conducting local government business

- 1.4. Report any suspected wrongdoing to the appropriate entity within required time periods
- 1.5. Ensure that their behaviour or capacity to perform their responsibilities in their official capacity as a councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- 1.6. Cooperate with any investigation being undertaken by the local government or other entity
- 1.7. Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland
- 1.8. Awareness of responsibilities imposed on councillors by the *Local Government Act 2009*, the *City of Brisbane Act 2010* and the relevant regulations.

2. Treat people in a reasonable, just, RESPECTFUL and non-discriminatory way

For example, councillors will, at a minimum, act in the following ways:

- 2.1. Treat fellow councillors, local government employees and members of the public with courtesy, honesty and fairness
- 2.2. Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other councillors, local

Queensland Government

government employees or members of the public

- 2.3. Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

3. Ensure conduct does not reflect adversely on the REPUTATION of the local government

For example, councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of the local government, respect the democratic process by acknowledging that the local government decision represents the majority view of the local government.
- 3.2 When making public comment, clearly state whether they are speaking on behalf of the local government or expressing their personal views.
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of the local government and avoid any action which may diminish its standing, authority or dignity.

Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this code of conduct may give rise to a complaint against a councillor's conduct and subsequent investigation and disciplinary action under the legislation if found to have engaged in a conduct breach, misconduct, or corrupt conduct.

A complaint about the conduct of a councillor must be reported to the Office of the Independent

Assessor (OIA) within one year from when the conduct occurred, or within six months after the conduct comes to the knowledge of the complainant but within two years after the conduct occurred.

These time limitations do not reflect the fact that the OIA can look at a matter received late due to exceptional circumstances.

There is no time limit for reporting of corrupt conduct.

A preliminary assessment process must be undertaken by the Independent Assessor before progressing conduct matters. After the preliminary assessment the Independent Assessor must decide:

- to dismiss a complaint, notice or information, or
- take no further action in certain circumstances, or
- refer a suspected conduct breach to a local government for investigation, or
- investigate the conduct of the councillor, or
- not deal with the complaint and give the councillor counselling or recommend training or mediation.

If, after the preliminary assessment the Independent Assessor refers the complaint to the appropriate entity to deal with, the entity to which they refer the matter will depend on the category of the conduct complaint (conduct breach, misconduct, and corrupt conduct).

The Independent Assessor may take no further action about the conduct of a councillor, following an investigation, if satisfied that taking further action would not be in the public interest.

Queensland Government

Unsuitable Meeting Conduct

Under the *Local Government Act 2009*, any conduct by a councillor that is contrary to the standards of behaviour in the Code of Conduct that occurs within a local government meeting (including standing committee meetings), is dealt with as unsuitable meeting conduct.

Unsuitable meeting conduct by a councillor is dealt with by the chairperson of the meeting. It is important that the chairperson deal with matters of unsuitable meeting conduct immediately, and as efficiently and effectively as possible so that the local government can continue with their business of making effective decisions in the public interest.

Unsuitable meeting conduct by the chairperson will be dealt with by the councillors present at the meeting who will decide by resolution if the chairperson has engaged in unsuitable meeting conduct and if so how to deal with the matter. The councillors may make an order to reprimand the chairperson.

Conduct breach

Under the *Local Government Act 2009*, any conduct by a councillor that is contrary to the standards of behaviour in the Code of Conduct or a policy, procedure or resolution of a local government, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as a conduct breach. The code of conduct only applies to conduct directly relevant to a councillor's official duties.

The conduct of a councillor is also a conduct breach if it contravenes an order by the chairperson of a local government meeting for the councillor to leave the meeting or is a series of conduct at local government meetings that leads to orders for the councillor's unsuitable meeting conduct being made

on three occasions within a period of one year. The local government is not required to notify the OIA of these matters and may deal with the conduct under section 150AG of the *Local Government Act 2009* (including Brisbane City Council).

The Independent Assessor is responsible for conducting a preliminary assessment of the complaint about the conduct of a councillor including the allegations of a suspected conduct breach, excluding those arising from unsuitable meeting conduct, referred to the Independent Assessor.

Following the preliminary assessment, if the Independent Assessor has decided not to dismiss, the Independent Assessor must refer a suspected conduct breach to the local government to deal with.

The local government may decide not to start, or to discontinue investigation if:

- the complainant withdraws the complaint or consents to the investigation not being started or being discontinued; or
- the complainant does not comply with a request by the local government for further information; or
- there is insufficient information to investigate the conduct; or
- the councillor has vacated office (if re-elected within a 12 month period, the investigation must be recommenced).

Misconduct

Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in misconduct.

The Independent Assessor is responsible for assessing and investigating instances of suspected

Queensland Government

misconduct. The OIA may make an application to the Councillor Conduct Tribunal (CCT) for the matter to be heard and determined. If the councillor is found to have engaged in misconduct, the CCT may decide to take the disciplinary action it considers appropriate against the councillor. The Independent Assessor may, at any time before an application is decided by the CCT, withdraw the application in whole or in part if satisfied the withdrawal is in the public interest.

If the office of a councillor is vacated before an application is decided, the Independent Assessor must withdraw the application.

The conduct of a councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the councillor's functions or exercise of the councillor's powers, or
- is, or involves:
 - non-compliance with an Act by a councillor
 - misuse of information or material acquired by the councillor, in the performance of the councillor's functions, whether the misuse is for the benefit of the councillor or for the benefit or to the detriment of another person
- is:
 - a contravention of an order of a local government or the CCT
 - a contravention of a policy of the local government about the reimbursement of expenses
 - failure to notify particular conduct to the OIA

- a failure to declare a conflict of interest or appropriately deal with a prescribed conflict of interest or a declarable conflict of interest in a meeting
- participation in a decision when a prescribed or declarable conflict of interest exists without approval of the other councillors in the matter
- a failure to report another councillor's potential conflict of interest in a matter in a meeting if the councillor reasonably believes or suspects the other councillor has a conflict of interest
- a release of confidential information that the councillor knows is confidential
- an attempt to influence a decision maker about a matter in which the councillor has a prescribed conflict of interest or a declarable conflict of interest
- failure to declare particulars of interests at the start of the term or appointment, update or annually review.

The conduct of a councillor is also misconduct if the conduct leads to the councillor being disciplined for a conduct breach on three occasions within a period of one year or is conduct that is identified in an order of local government that it will be dealt with as misconduct if the councillor engages in the same conduct breach again.

The conduct of a councillor is misconduct if a councillor purports to direct the Chief Executive Officer (CEO) in relation to disciplinary action regarding the conduct of a local government employee or a Councillor Advisor.

Queensland Government

The conduct of a mayor is misconduct if an unlawful direction is given by a mayor to the CEO under the *Local Government Act 2009* or, is given to the CEO or a senior executive employee under *the City of Brisbane Act 2010*.

Councillors / mayor may only give directions to local government employees that are in accordance with the guidelines made about the provision of administrative support.

Corrupt Conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001*¹ and must be referred to the Crime and Corruption Commission (CCC).

Corrupt Conduct means conduct of a person, regardless of whether the person holds or held an appointment, that

- adversely affects or could adversely affect the performance of the councillor's responsibilities, and
- involves the performance of the councillor's responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the councillor, or
 - involves a misuse of information or material acquired through the performance of the councillor's responsibilities and
- would if proved, be –
 - a criminal offence; or
 - a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Corrupt Conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that:

- impairs, or could impair, public confidence in public administration; and
- involves, or could involve, any of the following—
 - collusive tendering;
 - fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)
 - o protecting health or safety of persons;
 - o protecting the environment;
 - o protecting or managing the use of the State's natural, cultural, mining or energy resources;
 - dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
 - evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
 - fraudulently obtaining or retaining an appointment; and
- would, if proved, be—
 - a criminal offence; or
 - a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

¹ Section 15 ((1) and (2) *Crime and Corruption Act 2001*

Queensland Government

The OIA has entered into a section 40² arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at <https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

More Information

For any further enquiries on this matter please contact the department.

² Section 40 *Crime and Corruption Act 2001*

BUSINESS PAPERS

9.3 POLICY ADOPTION

| | |
|----------------------|---|
| Attachments: | 9.3.1. Standing Orders for Council Meetings ↓ 9.3.2. Investigation Policy ↓ |
| Author: | Mark Crawley - Chief Executive Officer |
| Date: | 16 April 2024 |
| Key Outcome: | A well governed, responsive Council, providing effective leadership and management, and respecting community values |
| Key Strategy: | Maintain a focus on integrity, Accountability and Transparency in all that we do |

Executive Summary:

The Department have reviewed and made some changes to the Standing Orders for Council Meetings and Investigations Policy and Guidelines and released these for Council to use.

RECOMMENDATION:

That Council adopt the Standing Orders for Council Meetings and Investigations Policies as attached to the Chief Executive Officers Report and provide copies on the website.

Background:

Following a number of changes to legislation recently the Department has released a new set of Guidelines and draft Policy for Standing Orders and Investigations. To ensure compliance with legislation and the intent of the guidelines provided by the Department the attached policies are presented in accordance with the guidelines and draft policies for consideration and adoption by Council.

Consultation (Internal/External):

- Department of Housing, Local Government, Planning and Public Works
- Local Government Managers Australia – Governance Officer
- Jacinda Sceresini – Executive Officer Governance, Projects and Communications

Legal Implications:

- Policies provided by the Department in accordance with legislation and changes to legislation

Financial and Resource Implications:

- Not applicable

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as low
- Public Perception and Reputation Risk is assessed as low



Standing Orders for Council Meetings

Intent: To provide written rules for the orderly conduct of Council Meetings and to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government meetings and Local Government committee meetings.

Policy Details

| | |
|------------------------------|-------------------------|
| Policy Category | Council Policy |
| Date Adopted | 15 November 2023 |
| Endorsed by | Chief Executive Officer |
| Approval Authority | Council |
| Effective Date | 15 November 2023 |
| Policy Version Number | 4- 5 |
| Policy Owner | Executive Services |
| Contact Officer | Chief Executive Officer |

Supporting documentation

| | |
|-----------------------------|---|
| Legislation | <ul style="list-style-type: none">Local Government Act 2009 |
| Policies | <ul style="list-style-type: none">Code of Conduct for Councillors |
| Delegations | <ul style="list-style-type: none">Nil |
| Forms | <ul style="list-style-type: none">Nil |
| Supporting Documents | <ul style="list-style-type: none">Nil |

Version History:

| Version | Adopted | Comment | eDRMS # |
|---------|------------|-----------------------------|---------|
| 1 | 12/12/2018 | Council Resolution 1218/016 | |
| 2 | 11/12/2019 | Council Resolution 1219/016 | |
| 3 | 14/12/2022 | Council Resolution 1222/012 | |
| 4 | 15/11/2023 | Council Resolution 1123/014 | |
| 5 | TBC | Council Resolution TBC | |



Contents

| | |
|--|-----------|
| INTENT | 3 |
| 1 STANDING ORDERS..... | 3 |
| PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT | 3 |
| 2 PRESIDING OFFICER | 3 |
| 3 ORDER OF BUSINESS | 3 |
| 4 AGENDAS..... | 4 |
| 5 QUORUM | 5 |
| 6 PETITIONS..... | 5 |
| 7 DEPUTATIONS..... | 5 |
| 8 PUBLIC PARTICIPATION AT MEETINGS..... | 6 |
| 9 PRESCRIBED CONFLICT OF INTEREST..... | 6 |
| 10 DECLARABLE CONFLICT OF INTEREST | 7 |
| 11 REPORTING A SUSPECTED CONFLICT OF INTEREST..... | 9 |
| 12 LOSS OF QUORUM..... | 11 |
| MOTIONS | 11 |
| 13 MOTION TO BE MOVED | 11 |
| 14 ABSENCE OF MOVER OF MOTION..... | 12 |
| 15 MOTION TO BE SECONDED..... | 12 |
| 16 AMENDMENT OF MOTION..... | 12 |
| 17 SPEAKING TO MOTIONS AND AMENDMENTS | 12 |
| NOTE: IF A REPORT CONTAINS DISTINCT RECOMMENDATIONS, THE DECISION OF THE LOCAL GOVERNMENT MAY BE TAKEN SEPARATELY ON EACH RECOMMENDATION. IF A DECISION BY THE MEETING IS CONTRA TO A RECOMMENDATION IN A REPORT THE MINUTES MUST GIVE THE REASONS FOR THE DECISION. | 13 |
| 18 METHOD OF TAKING VOTE | 13 |
| 19 WITHDRAWING A MOTION | 13 |
| 20 REPEALING OR AMENDING RESOLUTIONS | 13 |
| 21 PROCEDURAL MOTIONS..... | 13 |
| 22 QUESTIONS | 15 |
| MEETING CONDUCT..... | 15 |
| 23 PROCESS FOR DEALING WITH UNSUITABLE MEETING CONDUCT..... | 15 |
| 24 PROCESS FOR DEALING WITH UNSUITABLE MEETING CONDUCT BY A CHAIRPERSON | 16 |
| 25 MEETING PROCEDURES FOR DEALING WITH A SUSPECTED CONDUCT BREACH INCLUDING THAT WHICH HAS BEEN REFERRED TO A LOCAL GOVERNMENT BY THE INDEPENDENT ASSESSOR..... | 17 |
| NOTE: THE MINUTES OF THE MEETING MUST REFLECT THE DECISION AND ANY ORDERS MADE. A NOTICE MUST BE GIVEN TO THE ASSESSOR AS SOON AS PRACTICABLE ABOUT THE DECISION AND THE REASONS FOR THE DECISION AND IF AN ORDER IS MADE UNDER SECTION 150AH THE DETAILS OF THE ORDER. | 20 |
| 26 GENERAL CONDUCT DURING MEETINGS | 20 |
| 27 DISORDER | 20 |
| ATTENDANCE AND NON-ATTENDANCE | 20 |
| 28 ATTENDANCE OF PUBLIC AND THE MEDIA AT MEETING | 20 |
| 29 CLOSED SESSION | 20 |
| 30 TELECONFERENCING OF MEETINGS | 22 |



Intent

To assist local governments, the Department of Housing, Local Government, Planning and Public Works (DHLGPPW) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the meeting procedures that deal with matters during local government meetings that must be adhered to under the Local Government Act 2009 (LGA) including the DHLGPPW model meeting procedures and the meeting provisions in the Local Government Regulation 2012 (LGR). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

1 Standing Orders

- 1.1 These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2 A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3 Where a matter arises at the local government meeting that is not provided for in these standing orders, the matter will be determined by resolution of the local government upon a motion which may be put without notice, but otherwise conforming with these standing orders.

Procedures for Meetings of Local Government

2 Presiding Officer

- 2.1 The mayor will preside at a meeting of a local government, except for the Brisbane City Council.
- 2.2 If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3 If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside, another councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4 The local government will choose the chairperson for a committee meeting. This chairperson will preside over meetings of the committee.
- 2.5 If the chairperson of a committee is absent or unavailable to preside, another councillor chosen by the councillors present will preside over the committee meeting.
- 2.6 Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3 Order of Business

- 3.2 The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2 Unless otherwise altered, the order of business shall be as follows:



- attendance
- apologies and granting of leaves of absence
- confirmation of previous minutes
- business arising out of previous meetings
- officers' reports.

Note: *The minutes of a previous meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.*

4 Agendas

4.1 The agenda may contain:

- notice of meeting
- amendments correcting the minutes of the previous meeting
- adoption of the minutes of the previous meeting
- business which the mayor wishes to have considered at that meeting without notice
- matters of which notice has been given
- committees' reports referred to the meeting by the chief executive officer (CEO)
- officers' reports referred to the meeting by the CEO
- councillor conduct breach investigation reports provided by the investigator
- deputations and delegations from the community that are approved to attend
- any other business the local government determines by resolution be included in the agenda.

4.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any local government meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

4.3 The notice of the meeting and the agenda must be given to each councillor at least two days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting, unless it is impracticable to give the notice before that time.

4.4 The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made



available to the councillors or committee members.

- 4.5 Matters on the agenda that may require the meeting to be in a closed session consistent with the provisions under section 254J LGR, can be identified on the agenda as 'may be closed by resolution of the meeting for the matter to be debated'.

5 Quorum

- 5.2 A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even, then one half of the number is a quorum.
- 5.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the CEO.

6 Petitions

- 6.1 Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of 1 signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 6.2 Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received
 - received and referred to a committee or officer for consideration and a report to the local government, or
 - not be received because it is deemed invalid.
- 6.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

7 Deputations

- 7.1 A deputation wishing to attend and address a meeting of the local government shall apply in writing to the CEO not less than seven business days before the meeting.
- 7.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the local government meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the local government meeting, the chairperson may terminate the deputation.
- 7.5 The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting



- the time period allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards councillors or others.

7.6 The CEO is responsible for the deputation, including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8 Public participation at meetings

8.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.

8.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government chairperson.

8.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.

8.4 For any matter arising from such an address, the local government may take the following actions:

- refer the matter to a committee
- deal with the matter immediately
- place the matter on notice for discussion at a future meeting
- note the matter and take no further action.

8.5 Any person addressing the local government shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.

8.6 Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9 Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the City of Brisbane Act 2019 (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

9.1 A councillor who has notified the CEO in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.

9.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest and the particulars.

9.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:

- for a gift, loan or contract—the value of the gift, loan or contract
- for an application for which a submission has been made—the matters the subject of the application and submission:



- the name of the entity, other than the councillor, that has an interest in the matter
- the nature of the councillor's relationship with the entity
- details of the councillor's, and any other entity's, interest in the matter

9.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.

9.5 Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the local government can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected declarable conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

10 Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 177O of the COBA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1 A councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 10.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3 When notifying the meeting of a declarable conflict of interest, councillors should provide



sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:

- the nature of the declarable conflict of interest
- if it arises because of the councillor's relationship with a related party:
 - the name of the related party to the councillor; and
 - the nature of the relationship of the related party to the councillor; and
 - the nature of the related party's interest in the matter
- if it arises because of a gift or loan from another person to the councillor or a related party:
 - the name of the other person; and
 - the nature of the relationship of the other person to the councillor or related party and
 - the nature of the other person's interest in the matter; and
 - the value of the gift or loan and the date the gift or loan was made.

10.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.

10.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority, or does not form a quorum for the meeting, or is a single eligible councillor, consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.*

10.6 The eligible councillor/s at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor to either participate or leave the meeting e.g. they may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the Minister for Local Government under section 150EV.

10.7 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

10.8 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to:



- how does the inclusion of the councillor in the deliberation affect public trust
- how close or remote is the councillor's relationship to the related party
- if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
- will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
- how the benefit or detriment the subject councillor stands to receive compares to others in the community
- how this compares with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
- whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

10.9 If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.

10.10A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.

10.11 In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

10.12A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

11 Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion. If more than one councillor is reported by another councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

11.1 The chairperson then should ask the councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.

11.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

11.3 The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable



conflict of interest, then the eligible councillors must make a decision about the councillor's participation.

- 11.4 If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.

- 11.5 When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

Note: *The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):*

- *the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest*
- *the particulars of the prescribed or declarable conflict of interest provided by the councillor*
- *the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest*
- *any decision then made by the eligible councillors*
- *whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval*
- *the local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.*

- 11.6 The minutes of the meeting must record the name of each eligible councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

Note: *The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter).*

If the councillor has a declarable conflict of interest, the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor.

- 11.7 Where a decision has been made under section 150ES of the LGA or section 177P of the COBA, the minutes must include the:

- decision and reasons for the decision
- name of each eligible councillor who voted, and how each eligible councillor voted



12 Loss of quorum

- 12.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the local government must resolve to:
- delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection three of both sections, because an Act says it must be decided by resolution of the local government
 - decide by resolution to defer the matter to a later meeting
 - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 12.2 The council may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
- the mayor or CEO
 - a standing committee, or joint committee of the local government
 - the chairperson of a standing committee or joint standing committee of the local government (does not apply to Brisbane City Council)
 - another local government for a joint government activity
 - the Establishment and Coordination Committee (only applies to Brisbane City Council)
- 12.3 The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4 The local government may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:
- The mayor or
 - A standing committee
- 12.5 A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
- the mayor
 - the Establishment and Coordination Committee, Brisbane City Council
 - a standing committee of the local government
- 12.6 The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Motions

13 Motion to be moved

- 13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the local government and cannot be withdrawn without the consent of the local government meeting.



13.2 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:

- a motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
- the chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- the chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

13.3 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.

13.4 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

14 Absence of mover of motion

14.1 Where a Councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:

- moved by another councillor at the meeting
- deferred to the next meeting.

15 Motion to be seconded

15.1 A motion or an amendment to a motion will not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.

15.2 Procedural motions are an exception to this rule and do not need to be seconded.

16 Amendment of Motion

16.1 An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.

16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.

16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

17 Speaking to motions and amendments

17.1 The mover of a motion or amendment will read it and state that it is moved but will not speak to it until it is seconded.

17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.

17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.

17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no



more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.

- 17.5 Each speaker will be restricted to not more than five minutes unless the chairperson rules otherwise.
- 17.6 Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 17.7 In accordance with section 254H of the LGR or section 242H(2) of the City of Brisbane Regulation 2012(COBR), if a decision made at the local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: *If a report contains distinct recommendations, the decision of the local government may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

18 Method of taking vote

- 18.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

19 Withdrawing a motion

- 19.1 A motion or amendment may be withdrawn by the mover with the consent of the local government, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the local government meeting for its withdrawal.

20 Repealing or amending resolutions

- 20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (five business days).
- 20.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three months.

21 Procedural motions

- 21.1 A councillor at a meeting of the local government may during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- that the motion or amendment now before the meeting be adjourned
 - that the meeting proceeds to the next item of business
 - that the question lie on the table
 - a point of order



- a motion of dissent against the chairperson's decision
 - that this report/document be tabled
 - to suspend the rule requiring that [insert requirement]
 - that the meeting stands adjourned.
- 21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3 A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
 - the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting.
- 21.4 Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5 A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government will proceed with the next matter on the agenda.
- 21.6 A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.7 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures
 - is in contravention of the legislation; or
 - is beyond the jurisdiction power of the local government meeting.
- Note:** *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*
- 21.8 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.9 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example, where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- 21.10 The motion that 'a report/document be tabled' may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise



protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

21.11A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.

21.12A procedural motion that 'the meeting stands adjourned', may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the local government meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

22 Questions

- 22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the local government meeting in relation to a reply or a refusal to reply to the question.
- 22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

Meeting Conduct

23 Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed:

- 23.1 When an instance of unsuitable meeting conduct has been engaged in by a councillor at a meeting the following process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor must occur.
- 23.2 The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.3 If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing the refraining from exhibiting the conduct
 - apologising for their conduct
 - withdrawing their comments.



- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order of unsuitable meeting conduct being issued.
- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decides a warning was not appropriate under 23.2, the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).
- Note:** *Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.*
- 23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

24 Process for dealing with Unsuitable Meeting Conduct by a Chairperson

- 24.1 If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 24.2 The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3 The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.
- 24.4 For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 24.5 If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 24.6 The acting chairperson of the meeting will preside over the meeting while the councillors



present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).

24.7 If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.

24.8 Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.

24.9 The chairperson then resumes the role of chairperson, and the meeting continues.

Note: *Details of any reprimand order must be recorded in the minutes of the meeting. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on three occasions within a 12-month period, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach (in accordance with section 150J of the LGA and is a conduct breach under section 150K of the LGA), the local government is not required to notify the Independent Assessor (the Assessor) about the conduct, and may deal with the conduct under section 150AG of the LGA as if an investigation had been conducted. It may be dealt with at the next local government meeting.

25 Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the Assessor must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to the local government. The Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: *A conduct breach is conduct that:*

- *contravenes a behavioural standard of the Code of Conduct for Councillors, or a policy, procedure, or resolution of the local government; or*
- *the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or*
- *an instance of a suspected conduct breach that may arise from circumstances of three instances of unsuitable meeting conduct orders within a 12-month period.*

25.1 In relation to matters referred by the Assessor to the local government, the local government may decide not to start or discontinue an investigation if:

- consistent with any recommendations from the IA, or
- In another way decided by resolution of the council.
- the complainant withdraws the complaint
- the complainant withdraws the complaint
- the complainant consents to the investigation not starting or discontinuing
- the complainant does not provide extra information when requested
- there is insufficient information to investigate the complaint
- the councillor vacates or has vacated their office as a councillor.



Note: *The local government investigation must be conducted in a way that is consistent with the local government's Investigation Policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.*

25.2 The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach, unless the decision has been delegated to the mayor under section 257(2)(a) of the LGA, or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA. Under the LGA and COBA, decisions about a conduct breach can only be delegated to the mayor or a standing committee and under COBA to the Establishment and Coordination Committee.

25.3 When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:

- the local government must act in a manner consistent with the local government principle of transparent and accountable decision making in the public interest, by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under section 254J of the LGR or section 242J of the City of Brisbane Regulation (CBR).
- no resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
- where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under section 254H of the LGR and section 242H of the CBR.
- the subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise) during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to the local government.
- the subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- if the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the eligible councillors (who do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be required to leave the meeting place, or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied under section 150AH of the LGA.



Note: After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses, but including the name of a councillor or the CEO of the local government if they were the complainant/s, or any councillor who declared a conflict of interest in the matter.

25.4 If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:

- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances, or
- decide, by resolution, to defer the matter to a later meeting, or
- decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

Note: A local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.

If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.

The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

25.5 If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose, the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.

25.6 The local government may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public apology, in the way decided by the local government, for the conduct
- an order reprimanding the councillor for the conduct
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- an order that the councillor be excluded from a stated local government meeting
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct



- an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

25.7 A local government may not make an order in relation to a person who has vacated their office as a councillor.

25.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

Note: *The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.*

26 General conduct during meetings

26.1 After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.

26.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers, will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

26.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.

26.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

27 Disorder

27.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

27.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters will be deferred to a future meeting.

Attendance and Non-Attendance

28 Attendance of public and the media at meeting

28.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.

28.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

29 Closed session

29.1 A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or



section 242J(3) of the COBR:

- appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
- industrial matters affecting employees
- the local government's budget (which does not include the monthly financial statements)
- rating concessions
- legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
- matters that may directly affect the health and safety of an individual or a group of individuals
- negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government
- negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967
- a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
- a matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.

29.2 A local government or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

29.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting. The local government must instead:

- delegate consideration and decision on the matter, under section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated
- decide by resolution to defer the matter to a later meeting when a quorum may be available
- decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

29.4 None of the above will be considered, discussed, voted on or made during a closed session.

29.5 If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).

29.6 To take a matter into a closed session the local government must abide by the following process:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered



- if it is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated
- no resolution can be made while in a closed meeting (other than a procedural resolution).

30 Teleconferencing of meetings

30.1 If a councillor wishes to be absent from a local government meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a local government or committee meeting by teleconference.

Note: *There is no legislative requirement for a resolution by a local government to allow a councillor to participate by audio link or audio-visual link. This means the local government may delegate the matter. For example, the local government may delegate to the chairperson of the local government or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

30.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

Adopted by Council TBA by Resolution TBA

Mark Crawley
Chief Executive Officer



Investigation Policy

Policy Details

| | |
|-----------------------|--|
| Policy Category | Council Policy |
| Date Adopted | 16th August 2023 |
| Resolution Number | 0823/016 |
| Approval Authority | Council |
| Effective Date | 16th August 2023 |
| Policy Version Number | 4 5 |
| Policy Owner | Executive Services |
| Contact Officer | Chief Executive Officer |

Supporting documentation

| | |
|----------------------|--|
| Legislation | <ul style="list-style-type: none">Local Government Act 2009Local Government Regulation 2012 |
| Policies | <ul style="list-style-type: none">Code of Conduct for CouncillorsExpense Policy |
| Delegations | <ul style="list-style-type: none">Nil |
| Forms | <ul style="list-style-type: none">Nil |
| Supporting Documents | <ul style="list-style-type: none">Nil |

Version History:

| Version | Adopted | Comment | eDRMS # |
|---------|------------|---|---------|
| 5 | TBA | Council Resolution TBA | |
| 4 | 16/08/2023 | Council Resolution 0823/016 | |
| 3 | 18/08/2021 | Example Policy updated by Department in May 2021. Council Resolution 0821/010 | |
| 2 | 11/12/2019 | Council Resolution 1219/017 | |
| 1 | 12/12/2018 | Council Resolution 1218/016 | |



Contents

| | |
|---|----|
| CONDITIONS APPLYING TO THE INVESTIGATION | 3 |
| 1. AUTHORITY | 3 |
| 2. POLICY STATEMENT | 3 |
| 3. SCOPE | 3 |
| 4. CONFIDENTIALITY..... | 4 |
| 5. NATURAL JUSTICE | 5 |
| 6. STANDARD OF PROOF | 6 |
| 7. TIMELINE | 6 |
| 8. EXPENSES..... | 7 |
| 9. COUNCILLOR CONDUCT REGISTER | 7 |
| PROCEDURES FOR THE INVESTIGATION | 8 |
| 10. INDEPENDENT ASSESSOR'S REFERRAL..... | 8 |
| 11. RECEIPT OF ASSESSOR'S REFERRAL | 8 |
| 12. WHEN THE LOCAL GOVERNMENT MAY DECIDE NOT TO START, OR TO DISCONTINUE, AN INVESTIGATION | 9 |
| 13. LOCAL GOVERNMENT INVESTIGATING THE SUSPECTED CONDUCT BREACH OF A COUNCILLOR | 9 |
| 14. ENGAGING AN INVESTIGATOR | 9 |
| 15. COMPLETION OF INVESTIGATION | 10 |
| 16. DISCIPLINARY ACTION AGAINST COUNCILLORS | 12 |
| 17. NOTICE ABOUT THE OUTCOME OF THE INVESTIGATION | 12 |
| ADDENDUMS - | 13 |
| 1 – INDEX | 13 |
| 2 – REPORT TEMPLATE AND SUMMARY REPORT TEMPLATE | 14 |
| 3 – INVESTIGATION STANDARDS | 15 |
| 4 – STATEMENT OF PRELIMINARY FINDINGS TEMPLATE | 17 |
| 5 – CONDUCT BREACH DISCIPLINARY ACTION GUIDELINE | 18 |



Conditions Applying to the Investigation

1. Authority

This is Carpentaria Shire Council investigation policy for how complaints about the suspected conduct breach of councillors will be dealt with as required by section 150AE of the Local Government Act 2009 (LGA).

2. Policy Statement

Chapter 5A of the LGA prescribes the councillor conduct management system. Section 150CT of the LGA establishes an Independent Assessor (the Assessor) to carry out certain functions including the preliminary assessment, dismissal, referral, or investigation of complaints about councillor conduct.

After undertaking a preliminary assessment on a councillor conduct matter, if the Assessor reasonably suspects a councillor has engaged in a conduct breach, the Assessor may decide to refer a suspected conduct breach to the [local government name] to deal with under section 150SD(4)(a) or 150W(b) of the LGA.

Upon receipt of the referral notice of a complaint of suspected conduct breach the [local government name] must deal with the councillor's conduct as prescribed under section 150AF of the LGA unless a decision is made not to start or to discontinue the investigation under section 150AEA of the LGA. In conducting the investigation, the [local government name] must comply with this investigation policy.

The Carpentaria Shire Council may decide not to start or discontinue the investigation if:

- If the complaint is withdrawn by the complainant
- If the complainant consents to the matter being withdrawn. For example, the matter has been resolved and it is unnecessary for the local government to investigate the matter.
- If the complainant refuses to cooperate by providing additional information during the investigation phase and not enough information is available to proceed
- If the office of the councillor becomes vacant for any reason, i.e., the person has resigned or was not re-elected and is no longer a councillor.

3. Scope

In Scope

This investigation policy applies to investigations and determinations by the Carpentaria Shire Council the suspected conduct breach of a councillor including a mayor, which has been referred by the Independent Assessor. The policy must:

- include a procedure for investigating the suspected conduct breaches of councillors (see Addendum 3 – Investigation Standards; and
- state the circumstances in which another entity may investigate the conduct; and
- be consistent with the principles of natural justice; and
- require the local government to prepare a report about each investigation (see Addendum 2 - Report template and summary report template); and



- require a notice about the outcome of investigations be provided to the Assessor, councillor and persons who made complaint about the councillors' conduct; and
- include a procedure about when the local government may decide not to start, or to discontinue, an investigation under section 150AEA.

The policy must require the Carpentaria Shire Council -

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct; and
- to give the councillor a notice if an investigation is not started or is discontinued; and
- for conduct the subject of a complaint - to give the person who made the complaint, if the contact details of the person are known, a notice if an investigation is not started or is discontinued; and
- to give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation (see Addendum 4 - Statement of Preliminary Findings Template); and
- to allow the councillor to give evidence or a written submission to the local government about the suspected conduct and preliminary findings; and
- to consider any evidence and written submission given by the councillor in preparing the investigation report for the investigation; and
- to include in the investigation report -
 - i. if evidence is given by the councillor—a summary of the evidence; and
 - ii. if the councillor gives a written submission—a full copy of the written submission.

Out of Scope

This Policy does not relate to more serious councillor conduct, such as misconduct or corrupt conduct, which are dealt with under separate legislative provisions.

This Policy also does not deal with unsuitable meeting conduct, or any conduct undertaken in a personal capacity by a councillor, for example, a sitting councillor campaigning for re-election or attending a private social function.

4. Confidentiality

Matters relating to the investigation of suspected conduct breach of a councillor are confidential to the local government during the investigation period, except:

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct
- to give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation
- to give the councillor a notice if an investigation is not started or is discontinued; and
- for conduct the subject of a complaint - to give the person who made the complaint, and the Assessor a notice if an investigation is not started or is discontinued.

However, once the conduct is investigated and an investigation report is received, a summary of the investigation report must be made publicly available before any discussion is undertaken by the [local government name]. The published summary report must not contain any names or identifying information about the complainant and persons who were interviewed or a transcript of interview, or provided a statement or affidavit, unless the complainant is a councillor or chief executive officer of the local government, whose identity was disclosed at the meeting at which the investigation report was considered.



Once the matter has been investigated and a report has been provided to the local government, the matter will be placed on the council meeting agenda and the investigation report and any recommendations of the investigator may be debated in the council meeting, which may be in a closed session under section 254J(j) of the LGR. At this point, the summary investigation report is not treated as confidential as it must be publicly available and attached to the agenda papers that are circulated before the meeting.

A final decision by resolution of the council in an open council meeting must take place when the decision is made about whether a councillor engaged in a conduct breach and if so any decision about orders that are made under section 150AH of the LGA. Any decision that is not consistent with the recommendation of the investigation report must state in the meeting minutes, the reasons for the decision. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision not to follow the recommendation of the investigation report.

The full investigation report must be made publicly available within 10 business days of the [local government name] making a decision by resolution about whether the councillor engaged in a conduct breach and if so, any orders made in relation to the matter. The published report must not contain any names or identifying information about the complainant, persons who were interviewed or a transcript of interview, or provided a statement or affidavit unless the complainant is a councillor or chief executive officer of the local government whose identity was disclosed at the meeting at which the investigation report was considered.

When deciding what action to take, the local government may consider any previous conduct breach of the councillor, any allegation made in the investigation that was admitted or not challenged, and the local government is reasonably satisfied is true.

A notice about the outcome of the investigation must be given to the Assessor as soon as practicable that states the decision, the reasons for the decision and the details of any orders made under section 150AH of the LGA.

Note: For investigation report templates please refer to Addendum 2 - Report template & summary report template, and Addendum 4 - Statement of Preliminary Findings Template. These templates must be used by the investigator.

5. Natural Justice

Any investigation of suspected conduct breach of a councillor must be carried out in accordance with natural justice.

Natural justice or procedural fairness refers to three key principles:

- that the councillor who is the subject of the suspected conduct breach matter has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken i.e., fair hearing
- that the investigator should be objective and impartial i.e., absence of bias
- that any actions taken, or decisions made are based on evidence i.e., not on suspicion or speculation.

A fair hearing means the councillor who is the subject of the suspected conduct breach matter will receive information about the suspected conduct, including;

- the preliminary findings of the investigation before the preparing of an investigation report about the investigation; and
- a notice if an investigation is not started or is discontinued including the reasons for the



decision

- allow the councillor to give evidence or a written submission to the local government about the suspected conduct breach and preliminary findings; and
- require the local government to consider the evidence or written statement from the councillor in preparing the investigation report, and
- include, if evidence is given by the councillor, a summary of the evidence and, if a written submission is provided, a full copy of the written submission, in the investigation report.

The local government must give the following notices to the other parties;

- the person who made the complaint if an investigation is not started or dismissed including the reasons for the decision
- the Assessor if an investigation is not started or dismissed including the reasons for the decision.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

Note: *It must be kept in mind that the matter when referred, is suspected, and not yet proven.*

6. Standard of proof

The civil standard of proof is applied by the Investigator when determining whether a councillor has engaged in a conduct breach.

The civil standard of proof is 'on the balance of probabilities,' which means the weighing up and comparison of the likelihood of the existence of competing facts or conclusions.

An allegation is sustained 'on the balance of probabilities,' if based on the evidence, the Investigator and/or the local government, is reasonably satisfied that its existence is more probable than not.

7. Timeline

The councillor conduct framework must be effective and efficient. The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of the local government's meeting within eight weeks of commencing the investigation, after the receipt of the complaint from the Assessor.

Note: *If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the mayor or delegate (if the mayor is managing the investigation) to seek an extension of time. Delay in procuring an investigator to undertake the investigation should be avoided by the local government.*



8. Expenses

Local Governments must pay the expenses associated with the investigation of suspected conduct breach of a councillor including any costs of:

- an independent investigator engaged on behalf of the Carpentaria Shire Council
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses
- obtaining legal or expert advice.

Note: Council may order the subject councillor to reimburse them for all or some of the costs arising from a sustained conduct breach. These costs would usually only relate to obtaining legal or expert advice and reasonable costs for the investigator engaged to undertake the investigation. Any costs incurred by complainants, or the subject councillor will not be met by council. Where possible, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by, for example, the Councillor Conduct Tribunal or other jurisdictions who deal with conduct matters.

9. Councillor conduct register

The chief executive officer must ensure decisions and any orders under section 150AH of the LGA made about suspected conduct breach of a councillor or any decision to not start, or to discontinue an investigation of suspected conduct breach under section 150AEA of the LGA, are entered into the relevant councillor conduct register.



Procedures for the Investigation

10. Independent Assessor's referral

The Carpentaria Shire Council will receive a referral notice from the Assessor about the suspected conduct breach of a councillor. The referral notice will include details of the conduct and any complaint received about the conduct, state why the Assessor reasonably suspects that the councillor has engaged in a conduct breach and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

The Carpentaria Shire Council must deal with the matter and the investigation must be conducted in a way that is consistent with this investigation policy.

The Assessor must also give a notice to the councillor that states the councillor's conduct has been referred to the Carpentaria Shire Council to deal with and a copy of the referral notice must be attached.

11. Receipt of Assessor's referral

On receipt of a referral notice about the suspected conduct breach of a councillor from the Assessor, the chief executive officer will forward a copy of that referral notice to the mayor and all councillors, including the subject councillor, as a confidential document.

The councillor who is the subject of the complaint and the complainant, if the complainant is a councillor, have a declarable conflict of interest and should manage it in a way that is consistent with the requirements of the [model meeting procedures](#) section 5.

The mayor will manage the investigation process and may undertake the investigation themselves, or engage an external investigator, to investigate the suspected conduct breach and prepare an investigation report with recommendations about whether the councillor engaged in a conduct breach and how the conduct may be dealt with. If the mayor has a conflict of interest in the matter, the mayor's powers to manage the investigation must be delegated by council resolution to the Deputy Mayor, or if the Deputy Mayor is conflicted, then an acting mayor must be appointed from the other councillors by resolution, to manage the investigation.

Where the local government meeting loses quorum due to conflicts of interest of councillors or absent councillors, then the conduct matter must be delegated to the mayor or a standing committee to make a decision. If the referral notice is about the suspected conduct breach by the mayor, then the matter must be delegated to a standing committee.

The Carpentaria Shire Council will establish a standing committee under section 264 of the LGR to deal with decisions about a conduct breach matters which are delegated by resolution to a standing committee. The standing committee will decide about the mayor's conduct in all circumstances where there is a loss of quorum or more generally, may also deal with councillors' conduct.

While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of the conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest.



12. When the local government may decide not to start, or to discontinue, an investigation

On receipt of the referral notice from the Assessor, the mayor will manage the investigation unless it is delegated. If there are circumstances for considering not starting or discontinuing an investigation, the matter will be placed on the agenda for the next council meeting. The local government may decide by resolution to not start, or discontinue, a suspected conduct breach matter. The resolution must state the decision and the reasons for the decision.

The only circumstances in which the local government can formally not start or discontinue a matter are under section 150AEA of the LGA:

Note: *The matters not started or discontinued must be reported in the annual report (including the reasons) and recorded in councillor conduct register.*

13. Local government investigating the suspected conduct breach of a councillor

Unless the matter has been delegated by the local government, the mayor will manage the investigation of suspected conduct breach matters relating to other councillors by either performing the role of Investigator or engaging a suitably qualified person to undertake the investigation and provide an investigation report for the local government to consider. The mayor is authorised by council to expend money as reasonably needed to engage contractors in accordance with the council's procurement policy.

If the investigator obtains information which indicates a councillor may have engaged in misconduct, the investigator must cease the investigation and advise the mayor and the chief executive officer. The chief executive officer will determine if the conduct is within the timeframe for reporting the matter. The chief executive officer will then provide an information notice to the Assessor giving the details of the suspected misconduct. The notice must be given within 1 year after the conduct occurred, or within 6 months after the conduct comes to the knowledge of the chief executive officer or another person who gave the information notice to the Assessor, but within 2 years after the conduct occurred.

If the investigator obtains information that indicates a councillor may have engaged in corrupt conduct, the investigator must cease the investigation and advise the mayor and chief executive officer. The chief executive officer will then provide an information notice to the Assessor giving the details of the suspected corrupt conduct or notify the Crime and Corruption Commission of the suspected corrupt conduct. There are no reporting time limits for corrupt conduct.

14. Engaging an Investigator

Once an investigator has been selected to undertake the investigation, that investigator will follow the investigation standards of the local government (see Addendum 3– Investigation Standards) e.g. an investigation plan and file management system will be established.

Once the investigation is finalised the investigator will prepare a report for the local government including the following the details:

- *the investigation process*
- *any witnesses interviewed*
- *documents or other evidence obtained*
- *a statement of the relevant facts ascertained*
- *confirmation that the subject councillor has been provided with an opportunity to respond to*



- the complaint and the evidence compiled*
- the investigation findings*
- a statement of any relevant previous disciplinary history*
- any recommendations about dealing with the conduct*
- a record of the investigation costs.*

15. Completion of investigation

Findings and recommendations

The investigator must prepare a Preliminary Statement of Findings and must give the preliminary findings to the councillor before preparing the Investigation Report and allow the councillor to give evidence or a written statement about the conduct and preliminary findings.

The investigator must consider any evidence or written submission given by the councillor in preparing the investigation report and include a summary of the evidence and a full copy of any written submission in the investigation report.

Investigation Report

The investigator must prepare an investigation report about the investigation of a suspected conduct breach matter referred by the Assessor to the local government under section 150AFA of the LGA. (However, this does not apply to a decision by the Establishment and Coordination Committee under the COBA). The investigation report must include the findings of the investigation, a summary of the evidence or a full copy of any written submission given by the councillor and recommendations for consideration by the local government (see Addendum 2 – Report Template).

A summary investigation report with the preliminary Statement of Findings and summary of the outcome of the investigation attached, must be prepared for public availability before the meeting where the councillors will consider the investigation report matter on or before the day and time prescribed by the LGR section 254C and the COBR section 242C, which is;

- 5pm on the next business day after the notice of the meeting at which a decision is to be made has been provided to the councillors, or
- the day and time when the agenda for the meeting at which a decision is to be made is publicly available.

The Carpentaria Shire Council must prepare a summary of the investigation report that must include —

- the name of the councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the councillor during the conduct of the investigation; and
- a summary of the findings of the investigation; and
- any recommendations made by the investigator who investigated the conduct.

The following information must not be made publicly available—

- if the investigation relates to the conduct of a councillor that was the subject of a



- complaint—
- the name of the person who made the complaint or any other person, other than the councillor; or
 - information that could reasonably be expected to result in identifying a person who made the complaint or any other person;
 - if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit—
 - the name of the person; or
 - information that could reasonably be expected to result in identifying the person or any other person, other than the councillor;
 - any other information the local government is entitled or required to keep confidential under a law.

Making a decision about the investigation

The Carpentaria Shire Council must make a decision as to whether the subject councillor has engaged in a conduct breach.

When debating this matter the subject councillor who has a declarable conflict of interest in the matter, must declare the conflict of interest, and the eligible councillors (those who do not have a conflict of interest in the matter) can decide by resolution for the subject councillor to remain in the meeting during the debate and may answer questions put to the subject councillor through the chairperson to assist the eligible councillors in making a decision. The resolution can include conditions that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed a conduct breach and what, if any, penalty to impose if the councillor is found to have committed a conduct breach.

Should the complainant be a councillor, that councillor has a declarable conflict of interest in the matter and must follow the declarable conflict of interest procedures set out in the [model meeting procedures](#) section 5.

If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or section 238 of the COBA, or deferred to another date when a quorum will be present.

If a decision is reached that the councillor has engaged in a conduct breach, the [local government name] (with the exception of the councillor the subject of the investigation and the complainant, if another councillor), will consider the findings and recommendations of the investigator's report and decide what, if any, action it will take under section 150AH of the LGA.

After making a decision about the conduct breach, the Carpentaria Shire Council must make the investigation report for the investigation publicly available after the meeting at which the decision about the outcome of the investigation is made, by;

- on or before the day and time prescribed by regulation, or 5pm on the tenth day, or
- the day and time that the meeting minutes are made publicly available.
- The following information contained in the investigation report must not be made publicly available;
 - if the investigation relates to the conduct of a councillor that was the subject of a complaint
 - the name of the person who made the complaint or any other person,



- other than the councillor even if that person has a declarable conflict of interest; or
- information that could reasonably be expected to result in identifying a person;
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit:
 - the name of the person; or
 - information that could reasonably be expected to result in identifying the person or any other person, other than the councillor;
 - the submission or affidavit of, or a record or transcript of information provided orally by, a person, including, for example, a transcript of an interview;
 - any other information the local government is entitled or required to keep confidential under a law e.g. documents subject to legal professional privilege or information that is part of a public interest disclosure under the Public Interest Disclosure Act 2010.
- The report made publicly available must include the name of the person who made the complaint if:
 - the person is a councillor or the chief executive officer of the local government; and
 - the person's identity as the complainant was disclosed at the meeting at which the report for the investigation was considered.

16. Disciplinary action against councillors

If the Carpentaria Shire Council decides that the councillor has engaged in a conduct breach, any of the following orders may be imposed:

- i. order that no action be taken against the councillor, or
- ii. make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

Note: For further information refer to Addendum 5 - Conduct Breach Disciplinary Action Guideline

17. Notice about the outcome of the investigation

After an investigation is finalised, the Carpentaria Shire Council must give a notice about the outcome decision of the investigation if the local government decides not to start or discontinue an investigation (section 150AEA of the LGA), or makes a decision about whether the councillor has engaged in a conduct breach (section 150AG of the LGA) including the reasons for the decision and any orders made under section (150AH of the LGA) to:

- the Assessor
- the person who made the complaint about the councillor' conduct that was the subject of the investigation, and
- the subject councillor who was investigated.



Addendums -

1 – Index

Assessor means the Independent Assessor appointed under section 150CT of the LGA

Behavioural standard means a standard of behaviour for councillors set out in the Code of [Conduct for Councillors](#) in Queensland approved under section 150D and 150E of the LGA

Conduct includes—

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct

Councillor conduct register means the register required to be kept by the local government as set out in section 150DX and 150DY of the LGA

Conduct breach as set out in section 150K of the LGA

Investigation policy refers to this policy, as required by section 150AE of the LGA

Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected conduct breach of a councillor or mayor

Summary of investigation report means a summary of the full investigation report prepared before making a decision about the outcome of the investigation that must be publicly available on or before the day prescribed by regulation.

Investigation report means a report provided by the investigator to the local government that must be publicly available within 10 business days after the local government makes a decision about the outcome of the investigation.

LGA means the Local Government Act 2009

Local government meeting means a meeting of—

- (a) a local government; or
- (b) a committee of a local government

Misconduct see section 150L of the LGA

[Model meeting procedures](#) see section 150F of the LGA

Referral notice see section 150AB, AC and AD of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA

Unsuitable meeting conduct see section 150H of the LGA



2 – Report template and summary report template

Conduct Breach Complaint Investigation and Recommendation Report to Carpentaria Shire Council.

Reference number:

Date received from council:

1. The complaint

(Outline the allegation/s as referred for investigation, including date/s, time/s, place/s, description of alleged conduct. Succinct description of (full title and relevant sections) of policy (e.g. code of conduct) alleged to have been breached)

2. The complainant

Description of the alleged conduct

*(Consider if council indicates the matter relates to a public interest disclosure and ensure compliance with the *Public Interest Disclosure Act 2010*)*

3. The subject councillor

Name (Reference level of experience as a councillor and any past disciplinary history including for like matters)

4. Conflict of interest considerations

(Declaration of any conflict of interest or 'no conflict of interest' by the investigator)

5. Summary of the investigation process

- Scope of the investigation:
- Interviews conducted:
- Documents examined:
- Facts identified:
- Category of the conduct breach:
Set out relevant standards of sections considered.

6. Investigation Report

- Date of the report
- Wording of allegation for consideration
- A statement of the facts established by the investigation
- A description of how natural justice was afforded to the councillor during the conduct of the investigation
- A summary of the findings of the investigation
- A summary of any relevant previous disciplinary history
- Summary of the evidence or a full copy of any written submission given by the councillor
- Application of facts to the conduct breach outlined above
- A record of the investigation costs.

Note: *Insert discussion of sufficiency of evidence to sustain the allegation and whether the*



evidence is capable of supporting a finding that the councillor has breached

7. Recommendation to council

- Recommendations made by the investigator who investigated the conduct.

It is recommended that:

- a) This report be submitted to the [council name] for consideration, pursuant to section 150AG of the Local Government Act 2009 (the LG Act), as to whether or not the councillor has engaged in inappropriate conduct; and if they are found to have so engaged, what action the local government will take to discipline the councillor pursuant to section 150AH of the LG Act;

- b) Having analysed the material from this investigation, a conclusion might be drawn that:

Note: *make a recommendation as to whether a conduct breach is made or not, with succinct reasons:*

- c) If Carpentaria Shire Council finds the councillor has engaged in inappropriate conduct, are there any aggravating or mitigating circumstances that should be taken into account? For example, any action taken by the councillor since the conduct, any Aboriginal traditions or Islander customs of the councillor.
- d) If council finds the councillor has engaged in a conduct breach, the following disciplinary action under section 150AH LGA is recommended (refer to the 'Guideline – conduct breach disciplinary action')

..... (SIGN)

NAME:

ATTACHMENTS:

8. Summary Report Template

Include the following:

- the name of the councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the councillor during the conduct of the investigation; and
- a summary of the findings of the investigation; and
- any recommendations made by the investigator who investigated the conduct.

3 – Investigation Standards

The investigation must be managed in a consistent manner.

Documentation must be contained in an efficient records management system.

Confidential information must be secured appropriately.



1. Case Management file

The investigation must be supported by a recognised case management tool so that emails, letters, statements, and evidence can be stored and secured confidentially. File notes must be made in the case management system to document key milestones in the investigation such as when lines of inquiry are identified, witnesses are spoken to, when evidence is secured, and document key decisions.

2. Investigation Plan

The mayor or delegate will, prior to beginning the investigation, check that the investigator does not have a conflict of interest in the matter. Remove them immediately from the investigation should a conflict of interest become known.

The following investigation process must be followed by the investigator unless the mayor or delegate agrees to vary the process in a particular case.

Take all necessary steps to protect the identity of the complainant(s) as far as possible during communications with the councillor.

Consider the following:

- Research the legislation and policy framework thoroughly.
- Identify lines of inquiry and record them as a file note in case file management system.
- Present all the evidence the councillor provides or gives in a written statement.
- Gather further evidence (for example, from interviewing other witnesses, obtaining documents, or carrying out site inspections) when necessary.
- Secure evidence in case file management system, making a file note when lines of inquiry are followed up and key decisions are made during the course of in the investigation.
- Undertake a proper and impartial examination of the evidence gathered, including expert advice and analysis and / or legal advice if required.
- Draw conclusions based on the evidence and applying the appropriate legislative and policy frameworks.

3. Prepare an investigation report

Prepare the investigation report for the local government to consider on the template attached (Addendum 2).

If during the course of an investigation, the Investigator obtains new information that a Councillor may have engaged conduct that may give rise to a new allegation, the Investigator must obtain particulars related to the conduct and then advise the mayor and the chief executive officer who will provide an information notice to the Assessor. The Assessor will undertake a preliminary assessment or alternative action on the matter.

The Investigator will be informed of activities of the local government in relation to the investigation. For example, the Investigator will be informed in the event the finalisation of a matter is delayed, or if the Local Government has to notify of a fresh allegation identified during the course of an investigation to the Assessor for a preliminary assessment.

If during the course of an investigation, the Investigator obtains new information that a Councillor may have engaged in misconduct or corrupt conduct the investigation will cease and



the investigator will notify the mayor and chief executive officer who will be responsible for providing an information notice to the Assessor/Crime and Corruption Commission.

4 – Statement of Preliminary Findings Template

Statement of Preliminary Findings

The Investigator has assessed the evidence set out in the investigation report and, taking into account the seriousness of the allegations, has made findings on the balance of probabilities.

The table below contains a summary of the Allegations and the Investigator's findings. A detailed summary of the evidence and findings is provided in the full investigation report.

CONDUCT ALLEGATIONS

| Allegation | Finding |
|-------------------|---------------------------------|
| Allegation: | Substantiated/Not Substantiated |

Summary of Evidence:

Particulars:

Summary of reasons for finding:

Date

Investigator's signature and name



5 – Conduct Breach Disciplinary Action Guideline

This guideline is provided to assist Queensland local governments to make consistent decisions about the appropriate disciplinary action to be taken against a councillor who is found to have engaged in a conduct breach.

1. What is a conduct breach?

According to section 150K of the *Local Government Act 2009* (LGA), a conduct breach occurs when a councillor:

- breaches a behavioural standard (Code of Conduct for Councillors in Queensland)
- breaches a council policy, procedure, or resolution
- contravenes an order by a chairperson of a local government to leave a council meeting and stay away from the place at which it is being held
- is part of a course of unsuitable meeting conduct orders on three occasions within a one-year period, taken together, is a conduct breach. The local government is not required to notify the OIA of these matters and may deal with the conduct as if an investigation has been undertaken section 150J and make a decision under section 150AG of the *Local Government Act 2009* (including Brisbane City Council). Below are some examples of conduct which may constitute a conduct breach:

2. Decision

Section 150AG of the LGA provides that where an allegation of a conduct breach has been referred by the Office of the Independent Assessor (OIA) to a local government for investigation, the local government must decide:

- 1) whether or not the councillor has engaged in a conduct breach, and,
- 2) what action the local government will take under section 150AH of the LGA to discipline the councillor if the councillor has been found to have engaged in a conduct breach.

3. Types of orders

Section 150AH of the LGA provides a list of the types of orders that the local government may make where it has found that a councillor has engaged in inappropriate conduct:

- An order that no action be taken against the councillor
- An order that the councillor make a public apology, in the way decided by the local government, for the conduct
- An order reprimanding the councillor for the conduct
- An order that the councillor attend training or counselling addressing the councillor's conduct including at the councillor's expense
- An order that the councillor be excluded from a stated local government meeting
- An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor
- An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

4. Factors that may be taken into account

Investigation Policy
Policy Number: POL_E_EXGC_012
Document ID: 595601
Document accurate and up to date at time of printing

Version 4.5
Page 18 of 21



Section 150AG(2) of the LGA provides that in deciding what action to take, the local government may consider:

- Any previous conduct breach of the councillor
- Any allegation made in the investigation that-
 - was admitted, or was not challenged and
 - the local government is reasonably satisfied is true.

5. Guidance on appropriate disciplinary action

It is open to local governments to decide which order/s in section 150AH of the LGA /are suitable when a councillor is found to have engaged in a conduct breach. The particular circumstances of a case must always be taken into consideration.

As a guide, it is suggested that it may be appropriate for the local government to consider making an order or combination of orders depending on whether a councillor has been found to have engaged in a conduct breach for the first time, or for a second, or third time.

Section 150L of the LGA provides that conduct is misconduct if the conduct is part of a course of conduct leading the local government to take action under s150AG to discipline the councillor for a conduct breach on three occasions within a 1 year period.

The table on the following page may assist councils to decide what disciplinary action is suitable in various circumstances.



| Order | First instance engaging in a conduct breach | Second instance engaging in a conduct breach | Third instance engaging in a conduct breach |
|---|---|--|---|
| No action be taken against the councillor | ✓ | | |
| An order for the councillor to make a public apology in the way decided by the local government, for the conduct | ✓* | ✓* | ✓* |
| An order reprimanding the councillor for the conduct | ✓# | ✓# | ✓# |
| An order that the councillor attend training or counselling addressing the councillor's conduct including at the councillor's expense | ✓# | ✓# | ✓# |
| An order that the councillor be excluded from a stated local government meeting | | ✓ | ✓ |
| An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor | | | ✓ |
| An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct | ✓^ | ✓ | |
| An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's inappropriate conduct ** | | ✓ | ✓ |

*May be appropriate where there is heightened or particular public interest in the type of conduct or the subject matter relating to the conduct

May be particularly appropriate where the conduct involves bullying or harassment or making inappropriate comments about another person

^ For more serious and deliberate conduct breaches by an experienced councillor

** Costs arising from the councillor's conduct breach includes investigative costs, legal costs, and administrative costs. However, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by the Councillor Conduct Tribunal.



Adopted by Council by Resolution

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

9.4 LGAQ POLICY EXECUTIVE REPRESENTATION

| | |
|----------------------|---|
| Attachments: | NIL |
| Author: | Mark Crawley - Chief Executive Officer |
| Date: | 16 April 2024 |
| Key Outcome: | A well governed, responsive Council, providing effective leadership and management, and respecting community values |
| Key Strategy: | Maintain a focus on integrity, Accountability and Transparency in all that we do |

Executive Summary:

LGAQ have advised that in accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are now being called for the election of District Representatives of the Associations Executive for the period 2024-2028.

RECOMMENDATION:

That Council advises the LGAQ that it wishes to nominate Greg Campbell, Mayor Cloncurry Shire Council, as the policy executive representative for District 11 North West.

Background:

Nominations close at 12:00 Noon, Wednesday, 1st May 2024 and must be received by the Chief Executive Officer by that time through the Nominated email address:
returning_officer@lgaq.asn.au

If more than one nomination is received in each District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

Consultation (Internal/External):

- Mayor Jack Bawden
- Mayor Greg Campbell
- NWQROC

Legal Implications:

- Not applicable

Financial and Resource Implications:

- Not applicable

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as low
- Public Perception and Reputation Risk is assessed as low

BUSINESS PAPERS

10 REPORTS FROM DIRECTOR OF CORPORATE SERVICES

10.1 DCS REPORT

Attachments:

- 10.1.1. Local Laws Report - March 2024 [↓](#)
- 10.1.2. 1080 Baiting Schedule [↓](#)
- 10.1.3. Strategic Internal Audit Plan - 2023-2025 [↓](#)
- 10.1.4. External Audit Plan 2024 [↓](#)
- 10.1.5. Karumba Cemetery Concept Masterplan [↓](#)
- 10.1.6. Normanton Cemetery Concept Master Plan [↓](#)

Author: Julianne Meier - Director Corporate Services

Date: 17 April 2024

Key Outcome: A well governed, responsive Council, providing effective leadership and management, and respecting community values

Key Strategy: Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Director of Corporate Services portfolio.

RECOMMENDATION:

That Council:

1. receive and note the Director of Corporate Services Report; and
2. that those matters not covered by a resolution be noted.

Background:

1. Actions Outstanding from Previous Meetings

| Date: | Ref: | Action | Status | Comment |
|--------|------|---|-------------|---|
| | | Liaise with relevant parties to improve connectivity at Normanton Rodeo Grounds | Ongoing | Ongoing – reported fault with Telstra about service dropouts. Officers to discussed issue with Telstra to see if we can increase bandwidth during specific events, however, have been advised we already have the maximum bandwidth. Officers are preparing to submit another grant for connectivity. |
| Apr 23 | | Raw Water Policy | In Progress | In liaison with MWW, the policy is now in draft. We do not expect to finalise until the Declared Service Areas have been mapped by the Water and Waste team. |

BUSINESS PAPERS

| | | | | |
|--------|----------|--|-------------|--|
| Jan 23 | | Waste behind Karumba Transfer Station in Karumba | Ongoing | Hoping to secure funding to support the clean-up of waste behind the Karumba Transfer Station that has accumulated over several years. Discussing options with DOE, may consider moving part of this with the cyclone clean up. |
| Mar 23 | 0323/004 | Agistment Agreements | In Progress | 5/3/2024 Have draft agreements, but still in discussions as some lots are owned by the State and the use is inconsistent with the purpose of the Reserve. This will require Departmental approval so will take some time. In the meantime, Council will still invoice for the fixed amount per the resolution. |
| Aug 23 | GB | Cemetery Masterplan | In Progress | The Masterplan is complete. The Karumba Cemetery is under State Management Land and subject to Native Title. This process has not commenced. 5/3/2024 Community Consultation planned to occur after the Council elections. |
| Aug 23 | | Weed spraying around Karumba | Ongoing | Progressing with annual plan to clear some infestations in Karumba. |
| Sep 23 | | Wi-Fi Access point in Council's Boardroom | In Progress | 5/3/2024 Reviewing proposals, planning to resolve in the next two months. |

2. Budget Update

The 2023/2024 budget was adopted at the 22nd June 2023 Budget Meeting. An extract of the budget areas of responsibility of the Directorate are shown below.

BUSINESS PAPERS

| Row Labels | Sum of Current Budget | Sum of YTD Actual | Sum of Order Value | Sum of Total Actual |
|------------------------------------|-----------------------|-------------------|--------------------|---------------------|
| Operating Expenditure | | | | |
| Animal Control | 85,237 | 33,289 | 0 | 33,289 |
| Cemeteries | 54,900 | 75,728 | 1,640 | 77,368 |
| Corporate Services | 50,000 | 32,450 | 19,525 | 51,975 |
| Environmental Health | 19,400 | 6,395 | 0 | 6,395 |
| Information Technology | 735,932 | 635,505 | 12,659 | 648,164 |
| Local Laws | 120,206 | 57,533 | 0 | 57,533 |
| Major Opex | 0 | 10 | 0 | 10 |
| Mosquito Control | 51,000 | 13,500 | 4,091 | 17,591 |
| Pensioner Housing | 43,000 | 32,301 | 0 | 32,301 |
| Pest Management Operations | 143,881 | 143,654 | 5,767 | 149,421 |
| Property And Leases | 5,000 | 5,008 | 0 | 5,008 |
| Stores & Purchasing | 453,631 | 125,976 | 2,136 | 128,112 |
| Wages On-Costs | 0 | 5,568 | 5,100 | 10,668 |
| Weed Control | 366,272 | 53,938 | 4,000 | 57,938 |
| Operating Expenditure Total | 2,128,458 | 1,220,855 | 54,919 | 1,275,774 |
| Operating Income | | | | |
| Animal Control | -2,000 | -1,981 | 0 | -1,981 |
| Cemeteries | -20,000 | -7,318 | 0 | -7,318 |
| Environmental Health | -2,500 | -2,300 | 0 | -2,300 |
| Information Technology | 0 | -300 | 0 | -300 |
| Local Laws | -27,500 | -1,361 | 0 | -1,361 |
| Pensioner Housing | -27,000 | -25,389 | 0 | -25,389 |
| Property And Leases | -83,000 | -109,210 | 0 | -109,210 |
| Staff Housing | -253,500 | -250,868 | 0 | -250,868 |
| Weed Control | 0 | -8,000 | 0 | -8,000 |
| Operating Income Total | -415,500 | -406,727 | 0 | -406,727 |
| Grand Total | 1,712,958 | 814,128 | 54,919 | 869,046 |

| Row Labels | Sum of Current Budget | Sum of YTD Actual | Sum of Order Value | Sum of Total Actual |
|------------------------------------|-----------------------|-------------------|--------------------|---------------------|
| Operating Expenditure | | | | |
| Admin And Customer Service | 553,997 | 363,557 | 13,105 | 376,661 |
| Financial Services | 1,263,068 | 766,781 | 189,881 | 956,662 |
| Payroll | 50,000 | 50,335 | 0 | 50,335 |
| Rates Management | 206,385 | 166,749 | 13,528 | 180,276 |
| Records Management | 193,533 | 80,336 | 0 | 80,336 |
| Wages On-Costs | -1,400,617 | -643,624 | 0 | -643,624 |
| Operating Expenditure Total | 866,367 | 784,133 | 216,513 | 1,000,647 |
| Operating Income | | | | |
| Admin And Customer Service | -500 | -3,802 | 0 | -3,802 |
| Financial Services | -5,997,084 | -1,328,718 | 0 | -1,328,718 |
| Rates Management | -4,699,000 | -4,774,531 | 0 | -4,774,531 |
| Operating Income Total | -10,696,584 | -6,107,052 | 0 | -6,107,052 |
| Grand Total | -9,830,217 | -5,322,918 | 216,513 | -5,106,405 |

The above operating budget shows actual expenditure and committed expenditure. The sum of the total actual includes outstanding purchase orders.

Whilst some items are almost fully spent, such as Pest Management Operations, that budget can be offset against Weed Control. The budget is not incorrect but there may be some costing between the items that needs correcting.

BUSINESS PAPERS

The IT Budget is the only budgeted item that may need closer review, otherwise the overall expenditure at year end is not expected to exceed the current budgeted amount.

3. Program Update

Local Laws

The local laws statistics to March are attached.

Abandoned Vehicles

Councils secure lot at the Normanton waste facility is full of abandoned vehicles that have been towed to the secure area. The next step is to hold an auction to dispose of these vehicles. Council will need to publicly advertise the auction for two weeks prior to the auction being held. If the vehicles are not sold at auction Council may dispose of the abandoned vehicles as it sees fit.

Officers investigated options of bringing in an auctioneer, however it was decided to wait until Council holds the next auction to dispose of the vehicles.

For information.

Approved Inspection Programs

Council continues to carry out the approved inspection program, and the program was advertised and commenced in early February and shall continue for three months, through to the end of April 2024.

The local laws officer has now carried out most inspections in Normanton and will commence inspections in Karumba when the water levels drop.

For information.

Pest and Weed Management

1080 Baiting

A schedule for round one has been prepared (see attached), however not all stations have yet provided responses. Officers will follow up with the stations closer to the scheduled start date. The round is expected to commence in June through to early July.

Weeds

The Rural Lands Officer has been able to get back to Karumba to progress weed spraying across from the Karumba Recreation Club during the month. Spraying around this area shall continue and extend to the waste facility. The focus shall be on:

1. Neem trees
2. Rubber vine
3. Chinee apple
4. Calitrope

On days when Karumba was not accessible, a number of areas around Normanton have been treated. This has been around the Council area across from the golf course, the golf course, some areas surrounding the aerodrome and other areas where bellyache bush and neem trees have been spotted.

For information.

BUSINESS PAPERS

Environmental Health

Mosquitos

There have been some complaints of mosquitos making recreational activities very uncomfortable, so Council has undertaken a round of fogging in both Normanton and Karumba. This program will be provided on demand, and not otherwise.

Annual Food Business and Caravan Park Licences

Each year inspections are carried out prior to issuing food business licences. Planning is underway to conduct these inspections towards the end of September.

Renewal notices shall be sent out next month.

For information.

4. Other Matters

Annual Budget Preparation 2024/2025

Budget planning has commenced, and a proposed budget workshop is planned for the Thursday after the May meeting. There are many matters to be discussed, including:

- Operational Plan
- Fees and Charges
- Organisational Structure
- Operational Budget
- Capital Budget, including Plant and Fleet renewals
- Long Term Financial Forecast
- Proposed Community Consultation

Ideally the above items would make up several workshops, however given it is an election year, it has occurred a little later.

For information.

Internal Audit

In accordance with the Strategic Internal Audit Plan, Council officers are planning to carry out year two, with the following internal audits over the coming months, with completion prior to year end:

1. Fraud Risk and Ethical Conduct
2. Records Management, including OIC and Archive Act compliance
3. Procurement Compliance – batch testing

It is anticipated that these internal audits may be carried out by desktop review, other than Records Management which might benefit greatly from an onsite visit.

When these audits have been finalised, management will make comments against the recommendations and a report shall be presented to Council for noting.

For Information.

External Audit

BUSINESS PAPERS

Queensland Audit Office have provided their external audit plan to Council, and officers have agreed to milestone dates. Officers are expected to have workpapers available much earlier this year, so will be under considerable pressure to meet these deadlines. We have been working on stronger end of month processes, that should assist with the end of year reconciliations. We look forward to this years audit. Some key milestones are:

- Interim Visit 10 June to 14 June
- Year End Visit 26 August to 30 August

Following these audits a Management Letter is presented and Management are expected to provide comments against the recommendations. These letters will then be presented to Council for noting.

For Information.

Cemetery Masterplans

I was fortunate to be involved in the development of the ten year cemetery masterplan. The Draft Masterplans for Normanton and Karumba are attached, and ready to be presented back to the community for comment. Since the initial community consultation several adjustments have been made to the masterplans.

A ground penetrating radar survey has been conducted at both cemeteries and this has identified some unmarked graves. The results of this survey have now been overlaid over the attached masterplans. When the survey was onsite the ground was marked, and although those markings may have since disappeared, they are kept in perpetuity on the Council survey records. Should Council want to put some marker where the unmarked grave is, then the surveyor would be asked to return and mark the spots.

The ground penetrating radar was requested by the community, and will be invaluable when placing any infrastructure at the cemetery. The attached maps are quite small not ideal, however Council has been provide with much larger colour coded maps which will be available during the further consultation.

The fencing around the Karumba Cemetery on the north side closest to Karumba township may be extended out to allow for future burials. There needs to be some further work with the Department to survey off the Karumba cemetery as a reserve and this will occur in due course.

During recent months Bynoe CACS have advised Council they are no longer able to perform a lot of funeral set up services so Council has taken on this service. As a result officers are of the option that the \$50,000 capital budget allocated to the cemeteries should be expended on a storage shed to allow various items to be stored at the cemetery.

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Michael Wanrooy – Director of Engineering
- Local Laws Officer – Phil Grieve
- Internal Auditor – Pacifica
- Rural Lands Officer – Carl Casey

Legal Implications:

- *Local Government Regulation 2012*
 - *Local Government Act 2009*
-

BUSINESS PAPERS

Financial and Resource Implications:

- Contained within the report.

Risk Management Implications:

- Risk is considered low, to ordinary operations of Council.

| 2023/2024 Local Laws Reporting | | | | | | | | | | | | | |
|--------------------------------|--------------------------|-----|-------|-----|-------------------|-----|------|---------|--------------------|------------|-------------|-----|---|
| Month | New Animal Registrations | | | | Impounded Animals | | | | Euthanized Animals | | | | |
| | Ntn | Kba | Ntn | Kba | Ntn | Kba | Ntn | Kba | Ntn | Kba | Ntn | Kba | |
| | Dogs | | Other | | Dogs | | Cats | Other | Euth. Dogs | Euth. Cats | Euth. Other | | |
| Jul-23 | 3 | 10 | | | 6 | 0 | 62 | 30 | 5 | 0 | 62 | 30 | |
| Aug-23 | 0 | 0 | | | 8 | 0 | 45 | 25 | 6 | 0 | 45 | 25 | |
| Sep-23 | 3 | 0 | | | 5 | 0 | 45 | 18 | 4 | 0 | 45 | 18 | |
| Oct-23 | 3 | 0 | | | 6 | 0 | 35 | 4 | 3 | 0 | 35 | 4 | |
| Nov-23 | 3 | 0 | | | 4 | 0 | 52 | 25 | 3 | 0 | 52 | 25 | |
| Dec-23 | 1 | 0 | 0 | 0 | 7 | 0 | 14 | 2 | 7 | 0 | 14 | 2 | |
| Jan-24 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | holiday | 0 | 0 | 0 | 0 | |
| Feb-24 | 3 | 2 | | | 7 | 1 | 42 | 1 horse | 3 | 0 | 42 | | |
| Mar-24 | 7 | 5 | | | 10 | 0 | 62 | | 6 | | 62 | | |
| Apr-24 | | | | | | | | | | | | | |
| May-24 | | | | | | | | | | | | | |
| Jun-24 | | | | | | | | | | | | | |
| Total | 27 | 17 | 0 | 0 | 53 | 1 | 357 | 104 | 37 | 0 | 357 | 104 | 0 |

| 2023/2024 Local Laws Reporting | | | | | | | | | | | | | | |
|--------------------------------|-----------------|-----|----------------|-----|-----------------------------|-----|--------------------|-----|--------------------|-----|----------------------|----------|-----------------|--|
| Month | Illegal Campers | | Snakes removed | | Overgrown Allotment notices | | Abandoned Vehicles | | Pound Release fees | | Infringements Issued | | Fines Collected | |
| | Ntn | Kba | Ntn | Kba | Ntn | Kba | Ntn | Kba | Ntn | Kba | Ntn | Kba | | |
| Jul-23 | 0 | 1 | 5 | 2 | | | | | - | - | - | - | | |
| Aug-23 | 0 | 2 | 4 | 1 | | | | | - | - | - | - | | |
| Sep-23 | 0 | 1 | 7 | 1 | | | | | - | - | - | - | | |
| Oct-23 | 0 | 0 | 3 | 0 | | | | | - | - | - | - | | |
| Nov-23 | 0 | 0 | 5 | 2 | | | | | - | - | \$629.00 | - | | |
| Dec-23 | 2 | 0 | 4 | 0 | | | | | - | - | - | - | | |
| Jan-24 | 0 | 0 | 0 | 0 | | | | | - | - | - | - | | |
| Feb-24 | 0 | 0 | 12 | 0 | | | 3 | | - | - | - | - | | |
| Mar-24 | 0 | 0 | 9 | | | | 2 | | - | - | - | \$330.00 | | |
| Apr-24 | | | | | | | | | - | - | - | - | | |
| May-24 | | | | | | | | | - | - | - | - | | |
| Jun-24 | | | | | | | | | - | - | - | - | | |
| Total | 2 | 4 | 49 | 6 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 959 | 0 | |

2024 Round 1 - Proposed Dates & Locations

TBC

Confirmed

Not baiting

| PROPOSED: | DATES | Properties | Baiting Station | Target species Quantity | Comp |
|-----------|------------------------------|--|------------------------------------|----------------------------|------|
| Tuesday | 4 June (Travel on 3 June) | Rutland Plains, Dunbar, Koolatah | Rutland, Dunbar airstrip | | |
| Thursday | 6 June | Vanrook Dorunda Inkerman Lotusvale | Vanrook airstrip | | |
| Friday | 7 June | Miranda Downs | Miranda | | |
| Tuesday | 11 June | Delta Downs, Karumba Holdings, Maggieville | Delta Downs | | |
| Wednesday | 12 June | Double Lagoon | Double Lagoon | | |
| Thursday | 13 June | Mutton hole | Mutton hole | | |
| Friday | 14 June | Haydon/Timora | Haydon | | |
| Monday | 17 June | Mundjuro | Mundjuro | | |
| Wednesday | 19 June | Iffley Warren Vale Glenore Wondoola | Glenore (twin turkey nest) | | |
| Friday | 21 June | Lorraine Cowan Downs | Lorraine (Cowan downs turn off) | | |
| Tuesday | 25 June | Donors Hill Talwanta Neumeyer Valley McAllister | Donor's Hill (Borrow pit) | | |
| Thursday | 27 June | Augustus Downs, Wernadinga | Augustus Downs (sunrise) | | |
| Friday | 28 June | Inverleigh | Inverleigh | | |
| Tuesday | 2 July | Magowra | Magowra | | |
| Thursday | 4 July | Broad Water | Broad Water | | |
| Friday | 5 July | Shady Lagoon | Shady Lagoon | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

CONFIDENTIAL



**RISK ALIGNED THREE-YEAR
STRATEGIC INTERNAL AUDIT PLAN
FY2023-FY2025**

FEBRUARY 2023





1. Background

The Internal Audit function is one component of Carpentaria Shire Council's (Council) governance framework. In addition to key management controls and the organisation-wide risk assessment process, the Internal Audit function provides the organisation's stakeholders with a level of assurance that business processes are operating appropriately and effectively in accordance with organisational and legislative requirements.

Supported by legislation, the Internal Audit function is directed to examine, assess and evaluate the operational and financial control measures the Council has adopted, or plans to adopt, to manage business risks that have the potential to impact the achievement of Council's strategic objectives. In doing so, the Internal Audit planning process must review the corporate-wide risks and consider the areas of the organisation, in consultation with management, that require or would benefit from internal audit activity.

2. Internal Audit planning approach and alignment to Council's Strategic Risks

This Internal Audit Plan has been developed to assess the efficiency and effectiveness of those systems, processes and controls that are implicitly relied upon by the Executive Team.

By assessing the actual business practices performed by officers and their underlying operating activities (and behaviours), Internal Audit provides independent and objective information to the Leadership Team (Council, Executive Team) about the effectiveness of existing systems, procedures and workflows. Our work also targets implementable business improvements and efficiencies.

As management continue to progress actions to improve sustainability, strengthen existing systems and controls, and address known shortcomings, the Internal Audit function will complement that effort. Equally, management is best placed to continue to progress actions that strengthen existing systems and controls where there are known deficiencies, lower than expected (or unacceptable) effectiveness ratings, or where further initiatives/management actions are required to move the risk to a level that is tolerable.

It is important that Internal Audit is cognisant of the work being undertaken and planned by management to reduce or mitigate risks, and leave sufficient time for these initiatives, systems and controls to be embedded before Internal Audit assess their effectiveness. Exceptions to this may be reviews designed to establish a baseline position as a guide to future management initiatives, or to provide assurance that the implementation status or progress of an initiative is sufficient and can achieve the desired objectives.

2.1 Rationale for determining the direction of Internal Audit effort based on risk severity

In our assessment of Council's Corporate Risks, we considered the residual risk and management's assessment of the control effectiveness of existing systems and procedures to mitigate those risks. We used this information to develop a list of possible projects for discussion with management, and to prioritise the Internal Audit projects performed in each year. It is important to recognise that not all risks and/or risk treatments are auditable.

We also recognise that the senior leadership group has several initiatives underway or planned. It is important that Internal Audit is not duplicating that effort or examining processes that are in a state of change.

Our analysis of the alignment between each risk and potential Internal Audit projects is included in section 4 – Risk Alignment Map and section 6 – Projects - Annual Internal Audit Plan FY2023. Section 7 lists alternative projects that are available for substitution.

3. Summary of Past Internal Audit Projects

Council's Internal Audit function has completed the following represents the Internal Audit Projects in previous years:

| FY2018: | FY2019: | FY2020: | FY2021 | FY2022 |
|---|---|---|---|---|
| <ul style="list-style-type: none">2017-2017 Shell Financial Statements review | <ul style="list-style-type: none">Contract Management & Procurement reviewPayroll & HR Entry and Exit Procedures | <ul style="list-style-type: none">Property & Leasing Management reviewCustomer Request Management & Complaints Handling review | <ul style="list-style-type: none">Corporate CardsStores & Inventory Management | <ul style="list-style-type: none">Risk Management Consultancy |

4. Risk Alignment Map – Proposed Internal Audit Projects - Aligned to the Carpentaria Shire Council Corporate Risk Register

This diagram shows the alignment between the risks to which the organisation is exposed, and the proposed Internal Audit projects identified during consultation with management. Not all the key risks identified are auditable, or suitable for assessment by Internal Audit in the short-term as further management action is required. Where auditable, we have provided our view of the type of Internal Audit coverage that will be provided over key functions, processes and systems.

IA Coverage: ■ Direct ■ Indirect

| Alignment to Carpentaria Shire Council Corporate Risk Register | | | | | | | | | |
|---|--|------------------------|---|---|---|--|---|--|---|
| | | Residual Risk Severity | 2022-23 Plan | | | 2023-24 Plan | | 2024-25 Plan | |
| CORP 1 | Failure to deliver Corporate and Operational Plan | Low | 1. Procurement Policy Review - 3 phases | | | 1. Fraud Risk & Ethical Conduct Review | | 1. Data Analytics - fraud red flag indicators | |
| CORP 2 | Failure to comply with statutory and/or organisational obligations and responsibilities | Moderate | ✓ | ✓ | | ✓ | ✓ | 2. Procurement Compliance - batch testing | ✓ |
| CORP 3 | Inability to effectively coordinate response to disaster | Moderate | | | | | | | |
| CORP 4 | Diminished status of Council as "Employer of Choice" | Moderate | | | | ✓ | | | |
| CORP 5 | Loss of political influence with State and Federal governments | Moderate | | | | | | | |
| CORP 6 | Political influence impacting on operational management of organisation | Moderate | | | | ✓ | ✓ | | |
| CORP 7 | Lack of personnel capacity, skills or capability to meet emerging needs | Moderate | ✓ | ✓ | | | ✓ | ✓ | ✓ |
| CORP 8 | Poor relationships with other Councils, State and/or Federal Governments | Moderate | | | | | | | |
| CORP 9 | Ineffective undertaking of lobbying and advocacy | High | | | | | | | |
| CORP 10 | Absence of essential records (contractually required by legislation, corporate knowledge) | High | ✓ | ✓ | | | | ✓ | ✓ |
| CORP 11 | Potential for poor financial management | Low | ✓ | ✓ | | | ✓ | ✓ | ✓ |
| CORP 12 | Financial sustainability | Moderate | | | | ✓ | | | |
| CORP 13 | Inability to effectively engage with the community / Community's perception of Council's direction and value is poor | Low | | | | ✓ | ✓ | | |
| CORP 14 | Fluctuating demand for services not typically delivered by Council | Moderate | | | | | | | |
| CORP 15 | Poor environmental management | Moderate | | | | | | | ✓ |
| CORP 16 | Inadequate compliance with WH&S Systems | Moderate | | | | | | | |
| CORP 17 | Infrastructure planning and delivery failure to meet community and service standards | Moderate | ✓ | ✓ | | | ✓ | ✓ | ✓ |
| CORP 18 | Failure of Corporate Business Systems, technology infrastructure, business systems and data) | Moderate | | | | ✓ | | | |
| CORP 19 | Failure to deliver Council's essential services (water, sewerage, roads & waste) / Critical asset failure | Moderate | | ✓ | | | | ✓ | ✓ |
| CORP 20 | Loss of income from external and other income sources | Moderate | | | | ✓ | | | |
| CORP 21 | Failure to deliver projects | Moderate | | ✓ | ✓ | | | ✓ | ✓ |
| Number of Risks covered by the IA Project | | | 5 | 8 | 7 | 8 | | 8 | |
| This project covers the risks to the organisation more broadly, as processes and internal control assessments have been performed across the organisation over several years. | | | | | | | | | |
| | | | | ✓ | | | | 2. Procurement Compliance - batch testing | ✓ |
| | | | | | | | | 3. Capital Works Programme Development & Reporting | ✓ |



5. Summary of Internal Audit effort for FY 2023-2025

The following presents an overview of the Internal Audit activity to be performed each year from FY 2023 onwards:

| Internal audit activity - type | Description of activity | Total | | |
|---|--|-------------------|-------------------|-------------------|
| | | FY 2023 Year 1 | FY 2024 Year 2 | FY 2025 Year 3 |
| Designated Project Reviews | This Internal Audit Plan sets out the designated Internal Audit projects to be undertaken in each year. The specific projects are detailed to be performed each year are included in Section 6 onwards, of this document. | 43 - 46 | 30 - 34 | 34-37 |
| Financial Performance and Sustainability | Periodically (monthly or quarterly) examine reports and practices to ensure the reported results accurately reflect the true performance and position of the Council. The work will examine financial state; alert management to risks that require attention; and recommend corrective action. | If required | | |
| Probity Advisory & Assurance Services over Large-scale Procurement | Large-scale procurement can carry significant risks to Council. At times, an external independent Probity Advisor may benefit Council to mitigate some of the risks and ensure compliance. Pacifica has an independent Probity Advisory Service available to Council. Our tailored approach covers: <ul style="list-style-type: none"> Fairness and impartiality Accountability and transparency of process Confidentiality and security of information and materials Effective management of conflicts of interest. | If required | | |
| Special Projects & Hot Topics | Special projects are discrete reviews or investigations into specific activities/areas that are conducted in addition to the approved Internal Audit projects. Management from time to time may request that Internal Audit provide assurance or information on a specific topic. For Council, no internal audit effort has been budgeted for Special Project type projects in this Strategic Internal Audit Plan. Management will determine the appropriate method of engaging Internal Audit for any Special Projects required. | If required | | |
| Internal Audit Planning and Coordination | The following activities are required to deliver an effective, integrated and credible Internal Audit function at Carpentaria Shire Council: <ul style="list-style-type: none"> Formation of the Strategic Internal Audit Plan and Annual Internal Audit Plans in accordance with S.207 LGR2012 and the Professional Standards of the Institute of Internal Auditors (and revision annually). Preparation for, and attendance at (in person or teleconference) Council Meetings, including Internal Audit Status Reporting. Liaison with External Auditors and/or third-party assurance providers where appropriate. Meetings with Internal Audit Sponsor or Executive Management as required. | 6 | 5 | 5 |
| Summary of Total Days allocated to proposed Internal Audit activity | | 49 - 52 | 35 - 39 | 39 - 42 |



6. Projects – FY2023 Annual Internal Audit Plan – Year 1

The following table represents each of the proposed project areas that management and Internal Audit support for delivery over FY2023. We have included an overview of the project objective, the link to relevant key risks within Council's Corporate Risk Register, and an estimate of the number of days for each project. The projects that were included in Years 2 to 3 of the Strategic Internal Audit Plan 2023-2025 are subject to an annual review process. This may involve revision of planned projects and re-prioritisation, where appropriate, to meet the changing needs of the organisation.

| YEAR 1 (FY2023) | Department | Overview of project scope | Risks within Council's Risk Register | Est. Days |
|---|-----------------|--|---|-----------|
| 1. Phase 1: Procurement Policy Review | All departments | Review and rewrite Council's Procurement Procedure (and Policy where required) to provide a holistic and integrated framework to enhance accountability and consistency throughout the organisation. While considering the framework in its entirety, Internal Audit will develop process maps for the necessary workflows, where appropriate. This is the second stage of a broader body of work in the procurement function and will be followed by procurement compliance batch testing to highlight areas of the business which may require further support from management. (Scope is limited by the budget.) | <ul style="list-style-type: none"> Failure to comply with statutory and/or organisational obligations and responsibilities Absence of essential records (contractually required by legislation, corporate knowledge) Financial sustainability Infrastructure planning and delivery failure to meet community and service standards Lack of personnel capacity, skills or capability to meet emerging needs | 4-7 |
| Phase 2: Process mapping workflows, including internal control gateways | | For each element of the end-to-end Procurement to Payment workflow, Internal Audit will develop process maps to enable officers to visualise the entire workflow covering both their roles and duties and the flow on affects to other parts of the organisation. The visual process maps (prioritised in consultation with management to fit project budget) will include the key internal control and legislative compliance checkpoints. The process maps will represent the typically expected workflow for a legislatively compliant local government. This is the second stage of a broader body of work in management's initiative to improve procurement function and will be followed by procurement compliance batch testing to highlight areas of the business which may require further support from management. (Scope is limited by the budget.) | <ul style="list-style-type: none"> Inability to effectively engage with the community / Community's perception of Council's direction and value is poor | 12 |
| Phase 3: Business practice re-alignment | | In workshops, workgroups or individual meetings, present the visual process maps from Phase 2 and discuss the alignment with actual day-to-day procurement practices performed. Understand the difference and the root causes, and in consultation with workgroups, identify impediments to achieving the processes and workflows documented. Refine process maps and internal control checkpoints where possible. From information gained, identify ineffective, unnecessary and inefficient procurement, purchasing and payables work practices | | 10 |



| | | | |
|--|-----------------------------|---|---------|
| | | performed by officers. Educate officers about the need for, flow on effects and consequences of observing key checkpoints and why they exist. Informally educate officers by building awareness of correct, necessary practice and the underlying purpose. | |
| 2. Procurement Compliance – batch testing | All departments via Finance | Undertake detailed testing of a sample of Council purchasing transactions for a 12-month period from the most recent month-end at the time of this project. The aim is to assess whether Council officers have complied with the requirements of Council's Purchasing Procedure (and Policy where required) and the Local Government Regulations (2012) in sourcing quotes and tenders where necessary, and in accordance with delegations. | 7 |
| 3. Purchase requisitioning and goods receiving practices | All departments | <p>The objective of this review is to identify potential gaps the goods receiving and receipting processes and the extent of the organisation's risk of fraud and/or inadvertent error. Focus on these processes to determine if they are adequate and operating effectively to ensure the organisation only pays for items that:</p> <ul style="list-style-type: none">It has requested and actually received by Council;Are legitimate business expenses incurred in the normal course of business; andWere appropriately authorised in accordance with financial delegations, departmental budgets and approved purchase requisitions. | 10 |
| TOTAL ESTIMATED DAYS | | | 43 - 46 |

[CONTINUES OVER]



6.1 Proposed projects – FY2024 Annual Internal Audit Plan – Year 2

| YEAR 2 (FY2024) | Department | Overview of project scope | Risks within Council's Risk Register | Est. Days |
|---|-----------------------------|--|---|-----------|
| 1. Fraud Risk & Ethical Conduct | All departments | Fraud and Corruption Control continues to receive extensive focus from the Auditor-General and Crime & Corruption Commission. These Agencies have been critical of the awareness, effectiveness and responsiveness of Councils to implementing fraud prevention and detection strategies to manage fraud risk. Management supported the inclusion of this project to advance the fraud risk and control environment at Council and to assess the effectiveness of fraud awareness and compliance training delivered in Q1 FY2023 | <ul style="list-style-type: none"> Failure to deliver Corporate and Operational Plan Failure to comply with statutory and/or organisational obligations and responsibilities Financial sustainability Inability to effectively engage with the community / Community's perception of Council's direction and value is poor Loss of income from external and other income sources | 12 Q1 |
| 2. Records Management, including OIC and Archive Act compliance | Organisation-wide | Records management comprises the creation, receipt, maintenance, use, safeguarding, and disposal of records for capturing and maintaining evidence and information of value. Enabling effective management of records throughout their life cycle requires knowledge of the business, system support, naming conventions consistently applied, appropriate access rights, knowledge of disposal and retention such as archiving, transferring and deleting and, importantly, compliance with the policy and standards established throughout the process. Sound records management contributes to the timely provision of information under the <i>Right to Information Act 2009</i> and <i>Information privacy Act 2009</i> , and in examining complaints (which essential to meeting legislative requirements and mitigate reputational risks to Council). Review Business Rules and recommend improvements, if any. | <ul style="list-style-type: none"> Failure to comply with statutory and/or organisational obligations and responsibilities Inability to effectively engage with the community / Community's perception of Council's direction and value is poor | 11-15 |
| 3. Procurement Compliance – batch testing | All departments via Finance | Undertake detailed testing of a sample of Council purchasing transactions for a 12-month period from the most recent month-end at the time of this project. The aim is to assess whether Council officers have complied with the requirements of Council's Purchasing Policy and the Local Government Regulations (2012) in sourcing quotes and tenders where necessary, and in accordance with delegations. | <ul style="list-style-type: none"> Failure to comply with statutory and/or organisational obligations and responsibilities Financial sustainability | 7 |
| TOTAL ESTIMATED DAYS | | | | 30 - 34 |



6.2 Proposed projects – FY2025 Annual Internal Audit Plan – Year 3

| YEAR 3 (FY2025) | Department | Overview of project scope | Risks within Council's Risk Register | Est. Days |
|---|-----------------|--|---|-----------|
| 1. Data Analytics – fraud red flag indicators | All Departments | <p>The objective of this review is to perform targeted data analytics on accounts payable, corporate credit cards and payroll to assess and quantify instances of suspicious and/or fraudulent activity.</p> <p>The data analytics to be performed by Internal Audit will cover transactions for a 12-month period from the most recent month-end at the time of this project. The analytics (data permitting) will initially focus on:</p> <ul style="list-style-type: none"> Accounts Payable <ul style="list-style-type: none"> Supplier validity Inappropriate supplier relationships Split invoicing, authorisation levels Duplicate invoice payments GST anomalies Benford's Law analysis Segregation of duties Procurement <ul style="list-style-type: none"> Requisition/purchase order dates after invoice date Purchase approvals outside delegations Payments without purchase order or requisition Amended requisition/purchase order after approval Corporate Credit Cards <ul style="list-style-type: none"> Duplicate payments Duplicate purchases Split transactions Weekend transactions Non-business transactions – using the merchant classification category Exceeding limits Payroll <ul style="list-style-type: none"> Ghost employees Employee relationships Timesheet irregularities – posted timesheet data entry Overtime and leave anomalies EFT reconciliation | <ul style="list-style-type: none"> Failure to comply with statutory and/or organisational obligations and responsibilities Inability to effectively engage with the community / Community's perception of Council's direction and value is poor | 15 Q2 |



| | | | | |
|--|---------------------------------|--|--|---------|
| 2. Procurement Compliance – batch testing | All departments via Finance | Undertake detailed testing of a sample of Council purchasing transactions for a 12-month period from the most recent month-end at the time of this project. The aim is to assess whether Council officers have complied with the requirements of Council's Purchasing Policy and the Local Government Regulations (2012) in sourcing quotes and tenders where necessary, and in accordance with delegations. | <ul style="list-style-type: none"> Failure to comply with statutory and/or organisational obligations and responsibilities Financial sustainability | 7 |
| 3. Capital Works Programme Development & Reporting | All departments via Engineering | <p>Council's Capital Works Programme represents a significant portion of the organisation's budget and, if not effectively managed and controlled, presents potentially significant risks to the organisation's financial and operational sustainability, and its ability to deliver core services.</p> <p>This review will ascertain whether the Capital Works Programme for the current year and out-years is based on robust analysis and integrated with the organisation's deliverables, service levels and access to funds.</p> <p>It will also assess the effectiveness of controls in place to monitor and report on the financial and operational progress/status of a sample of Capital Works Projects (regardless of value) underway or completed in the current financial year.</p> <p>Internal Audit will examine the process in place to identify, assess, prioritise, revise and forecast the projects/activities to be included in the current year and out-year Capital Works Programme, including an assessment of the Project Decision Framework and gateway process used to assess the underlying need (priority) and confirm project readiness.</p> | <ul style="list-style-type: none"> Failure to deliver Corporate and Operational Plan Lack of personnel capacity, skills or capability to meet emerging needs Absence of essential records (contractually required by legislation, corporate knowledge) Potential for poor financial management Fluctuating demand for services not typically delivered by Council Infrastructure planning and delivery failure to meet community and service standards Failure to deliver Council's essential services (water, sewerage, roads & waste) / Critical asset failure Failure to deliver projects | 12- 15 |
| TOTAL ESTIMATED DAYS | | | | 34 – 37 |

7. Alternative Internal Audit projects – available for substitution

Several alternative projects were considered in developing the above Internal Audit plan. When prioritised the following projects were considered relevant but not as high a priority as the projects selected above. These projects have been captured below as potential substitutable projects, if Council's needs change or other risks emerge requiring Internal Audit attention:

- Maintenance Management Practices
- Tender Evaluation & Contract Management
- Social Engineering & Scam Awareness Assessment
- Water Management Practices
- Plant and Fleet Management Practices
- Councilor Obligations
- Project Management Practices
- Cash Handling Practices
- Environment Management Systems
- Managing Conflicts of Interest
- Implementation of Council Decisions
- Grants & Subsidies Application and Acquitall Processes
- Recoverable Works and Debtor Management

[DOCUMENT ENDS]



Carpentaria Shire Council

27 March 2024



SENSITIVE

Mr Mark Crawley
Chief Executive Officer
Carpentaria Shire Council

Dear Mr Crawley

2024 External audit plan

We are pleased to present our external audit plan for Carpentaria Shire Council for the financial year ending 30 June 2024.

The purpose of our audit is to express an opinion on the 2024 financial statements and current year financial sustainability statement.

Our audit does not guarantee that every amount and disclosure in the financial statements is free from error – our aim is to identify material errors and omissions. We target the areas that have the highest risks of material misstatement due to fraud or error.

Financial reporting risks and areas of audit focus

This audit plan documents our assessment of Carpentaria Shire Council's business and financial reporting risks and our audit responses to these risks.

- Risk 1 – Valuation of infrastructure assets
- Risk 2 – Revenue recognition
- Risk 3 – Disclosure of related party transactions
- Risk 4 – Occurrence and validity of expenditure

Key audit and financial reporting milestones

| | |
|-----------------|---|
| 10 June 2024 | pro forma financial statements due |
| 28 June 2024 | asset valuations due |
| 28 June 2024 | position papers due |
| 12 August 2024 | financial statements due |
| 4 October 2024 | financial statements signed by management |
| 11 October 2024 | audit report issued |

If you have any questions or would like to discuss the plan, please do not hesitate to contact me on (07) 4722 9559 or Sarah Trendle on (07) 4722 9750. We look forward to working with you.

Yours sincerely

Donna Sinanian
Partner

Enc.

cc. Cr Jack Bawden Mayor

SENSITIVE

2024 External audit plan

Audit team



Sri Narasimhan
QAO Signing Officer
T: 07 3149 6028
E: sri.narasimhan@qao.qld.gov.au



Donna Sinanian
Crowe – Engagement Partner
T: 07 4722 9559
E: donna.sinanian@crowe.com.au



Sarah Trende
Crowe – Engagement Manager
T: 07 4722 9750
E: sarah.trende@crowe.com.au

1. Your business environment

In developing this plan, we met with management, reviewed internal reports, considered previously identified issues, and analysed financial and other relevant information. Below, we have highlighted the key observations informing our audit responses to significant risk.

| Areas/observation | Key observations |
|-------------------------|---|
| Business developments | <ul style="list-style-type: none"> Council has been impacted by several major flooding events during FY24. Given this, additional resources may be required for immediate maintenance and rectification works which could in turn impact on the delivery of capital projects. Council continues to receive funding through Works 4 Queensland (State Government) and the Local Roads and Community Infrastructure Program (LRCIP) (Federal Government). Operational budgets remain consistent in comparison to previous financial years with no significant changes to the way Council will conduct operations in FY24. |
| Economic environment | <ul style="list-style-type: none"> Inflation and resourcing pressures continue to impact major project budgets, resourcing, and timeframes as well as service delivery costs. A range of DRFA assistance is now available in fifteen local government areas in response to the Ex Tropical Cyclone Jasper floods from 13-28 December 2023, including Carpentaria Shire Council The State Government announced \$22 million would be awarded to rebuild the Mitchell River Crossing along Dunbar Koolatah Road. The project will be jointly funded by the State and Federal Government through the Disaster Recovery Funding Arrangements (DRFA) under the 2021-22 Betterment Fund. |
| Revenue/expense drivers | <ul style="list-style-type: none"> Capital works budget for FY24 is \$58.546 million, of which \$51.310 million is covered with grant funding with the balance contribution from ratepayers. Increase for the average household ratepayer will be \$1.48 per week in Normanton and a \$0.48 per week increase for Karumba residents. General rate rise of approximately 2% for FY24 with no increase in the water charges. |
| Balance sheet drivers | <ul style="list-style-type: none"> Majority of capital investment is in upgrades (\$33.631 million) and renewals (\$20.985 million) of assets to increase the useful lives of assets and ensure they continue to service the needs of the community. Valuation of PPE is highly complex including numerous estimates and judgements. The valuation process requires technical experts to assist in ensuring the fair value or written down value is appropriately determined. Currently Council has invested unconstrained funds of approximately \$45.9 million in a QTC Cash Investment Fund |

SENSITIVE

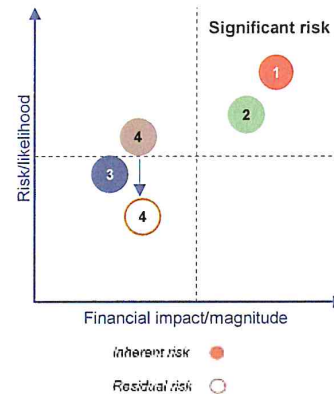
2024 External audit plan

2. Areas of audit focus

Our external audit plan identified items that present the greatest risk of material error to the financial statements.

This chart displays our assessment of inherent risk, and residual risk, for the identified areas of audit focus. Inherent risk is the risk the item will be misstated without the existence of appropriate internal controls. Residual risk is our assessment of risk after considering the existence of key controls. We assess these risks in terms of both likelihood and the financial impact (magnitude).

Our planned audit response is outlined in the table below.



| Risk | Description of risk | Audit response |
|------|--|--|
| 1 | Valuation of infrastructure assets <ul style="list-style-type: none"> Property plant and equipment is the most material balance in the financial statements at \$292 million Valuation involves significant estimates and judgements, particularly in years where a comprehensive revaluation is undertaken. Significant capital works program, with complex asset capitalisation There is no market-based evidence of fair value due to the specialised nature of the assets (comparable items are rarely sold) Infrastructure assets generally have long lives which require significant estimation Separation between renewals and additions may not be clear and may affect reliability of sustainability ratio reporting Management may be motivated to manipulate financial sustainability ratios as they are publicly included in sustainability statements | We will assess: <ul style="list-style-type: none"> The appropriateness of valuation methodology, including the inputs and assumptions used in determining fair value The adequacy of management's review of asset valuations, including the inputs, assumptions and estimates used by the valuers The appropriateness of useful life assumptions used in the calculation of depreciation The mathematical accuracy of the valuation models The competency, objectivity, and qualification of management experts Whether work-in-progress is ready for use at balance date and should be capitalised, valued, and depreciated Consideration will also be given to Council's methodology for ensuring completeness of asset information, identification of asset renewals and additions, and associated financial statement disclosures. Review financial statement disclosures for consistency with the requirements of AASB 13 <i>Fair Value Measurement</i> and AASB 116 <i>Property, Plant and Equipment</i>. |
| 2 | Revenue recognition <ul style="list-style-type: none"> Council receives a significant number of grants each year These grants have several conditions attached and are complex to account for under AASB 15 and AASB 1058 incorrect classification between capital and operating can impact the financial sustainability ratios | We will: <ul style="list-style-type: none"> Review Council's classification of grants between recurrent and capital revenue Assess management's processes and controls to ensure revenue has been recognised in accordance with the accounting standards AASB 15 and AASB 1058 Test a sample of grant programs and ensure their recognition is accurate based on grant/subsidy agreements and other correspondence |

SENSITIVE

2024 External audit plan

| Risk | Description of risk | Audit response |
|----------|--|---|
| 3 | Disclosure of related party transactions <ul style="list-style-type: none"> Council is required to disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements Council may not have established relevant systems and internal controls to effectively identify, capture and record related party transactions Public interest in related party transactions of Councils | <p>We will:</p> <ul style="list-style-type: none"> Obtain and review Council assessment (identification) of related parties. Review assessment of officers considered Key Management Personnel Review Council's systems and controls in place for the collection of the related party information to assess their reliability through system walkthrough Review controls in place to authorise and approve significant transactions and arrangements with related parties Obtain Council assessment of those related party transactions which require disclosure and understand rationale for disclosing/not disclosing Tests to search for unidentified, unrecorded related party transactions |
| 4 | Occurrence and validity of expenditure <ul style="list-style-type: none"> Council spend on materials and services represents a significant proportion of total expenses. A large supplier base increases risks associated with vendor fraud attacks and compliance with legislative requirements that guide tendering and probity processes. | <p>We will perform the following:</p> <ul style="list-style-type: none"> Assess compliance with Council policies Assess approval of expenditure in line with financial delegations Review significant transactions to ensure compliance with procurement policy and the Local Government Regulations Review controls over payroll and assess compliance with Council's policies Review credit card transactions Carry out analytical reviews of payroll costs and other expenditure. Review management's assessment of capital costs that should have been expensed. <p>Scrutinise operating expense accounts for project costs that should have been capitalised.</p> |

Management override of controls

Management override of controls is a presumed significant risk under auditing standards and is a pervasive risk to the financial statements.

Our strategy will be a combination of controls and substantive-based testing and includes:

- evaluating and testing key controls over manual journals and the extent of segregation of duties
- reviewing material accounting estimates and one-off items for management bias
- assessing transactions with related parties to ensure all occur at arm's length
- applying a data-driven approach to journal entry testing.

We will also build an element of unpredictability into our procedures, meaning management will not be aware of all procedures prior to their execution.

SENSITIVE

2024 External audit plan

Review of information systems

We continue to see frequent complex and sophisticated cyber attacks on our clients. Cyber risk vulnerabilities and exposures must be continually assessed with appropriate oversight and reporting to those charged with governance.

Audit response

In response to these factors, we will assess relevant general information technology controls (GITCs), including the underlying databases, operating system and network (Active Directory), and information technology application controls (ITAC). We continue to refine our approach in response to expectations from regulators and the experiences of other organisations.

We have identified Synergy Soft as the key systems relevant to your financial reporting. At this time, we do not expect to place reliance general information technology controls (GITCs) or information technology application controls (ITAC). However, we will still perform a review of the internal control environment through discussions with relevant stakeholders; observations; document inspections; and data reviews relating to processes, controls, and the in-scope systems and communicate with management on any changes to our planned approach.

Our procedures will include a review of the processes and controls in place to:

- request, develop, test, and approve changes to key systems
- manage and secure access to the systems, including to manage system parameters, grant or revoke access, and restrict and monitor usage of high-privileged access
- manage users with privileged access and monitor their activities
- maintain the integrity of the data processed and stored in the systems, including through maintaining backups and managing background system processing
- support the financial statement process such as workflows, financial delegations and interfaces.

As our approach evolves, we encourage management to reassess these systems and controls in to support effective operations and resilience to cyber-attacks. A proactive approach to managing these risks will help to minimise the number of findings, the impact on our wider audit approach, and the risk of an attack causing extensive disruptions.

What to do in the event of a cyber attack?

If your entity experiences a cyber attack up until the date of signing the management certificate, those charged with governance will need to consider whether it is quantitatively or qualitatively material and the implications for the financial statements.

AASB Practice Statement 2 *Making Materiality Judgements* provides entities with guidance on making materiality judgements when preparing general purpose financial statements. AUASB Bulletin *The Consideration of Cyber Security Risks in an Audit of a Financial Report* provides some examples of direct and indirect impacts of a cyber security event on financial statements. If a cyber security incident occurs, we will evaluate the impact and may need to adjust our risk assessments, materiality levels, and response procedures.

SENSITIVE

2024 External audit plan

Materiality

We use materiality to determine the nature, timing, and extent of audit procedures for our audit, and to evaluate misstatements. We design our procedures to detect misstatements using the performance materiality level and we report those items that are above the threshold to the Council.

Some items are material by their nature, thus we will consider qualitative factors. We assess these thresholds throughout the audit – they may change if the underlying benchmark or our risk assessments change significantly. Our planning materiality thresholds are disclosed below.

| | | |
|---|---------------------|--------------------|
| Overall materiality | \$751,000 | 2023: \$666,000 |
| Performance materiality | \$600,000 | 2023: \$532,000 |
| Clearly trivial threshold | \$75,000 | 2023: \$66,600 |
| Specific – property, plant and equipment ¹ | \$17,469,000 | 2023: \$14,600,000 |

Note: ¹ Specific materiality is only applicable to the valuation assertion of property, plant and equipment measured under the cost model and to the associated asset revaluation surplus balances.

Benchmarks

We have assessed materiality, considering a range of benchmarks. Based on our preliminary assessment of the risks, consistent with the prior period, we have used 1% of total operating expenditure as at 29 February 2024 per unaudited management financial reporting.

Specific materiality has been calculated based on 5% of budgeted property, plant, and equipment.

Financial sustainability

For the current year financial sustainability statement, we will assess materiality on a mix of qualitative and quantitative factors, including the percentage deviation from the target range.

SENSITIVE

2024 External audit plan

3. Other considerations

Commonwealth certificates

Each year, we are required under the relevant legislation and Commonwealth Government funding arrangement to provide an audit opinion on the following grants:

| Grant acquittal | Basis for audit |
|--|---|
| Roads to Recovery | Part 8 <i>National Land Transport Act 2014</i> Sub section 6.2(b) <i>Roads to Recovery Funding Conditions 2019 Agreement</i> |
| Local Roads and Community Infrastructure Program | Section 4 <i>National Land Transport Act 2014</i> <i>COVID-19 Local Roads and Community Infrastructure Program Guideline</i> |

Our audit fee in section 5 of this report includes the fees for one audit opinion issued for the LRCI grant. Any additional audit opinions will result in a variation to our fee that we will discuss with management ahead of billing.

Financial sustainability reports

The department has completed the consultation process and is working with the key industry stakeholders to implement the new sustainability framework. Councils are required to report under the new framework for 2023-24. The department's guide is available on its website [here](#).

The new framework categorises councils into tiers and requires variable reporting and benchmarking depending on your tiers. Your council is in the tier 7. Your council will be required to report against 8 metrics. The figures are required to be reported on a 5-year rolling basis as well as a single year result. We will audit measures 3,4,5,6,7 and 9.

| # | Type | Measure | Rationale |
|---|-------------------------|---------------------------------------|---|
| 1 | Financial capacity | Council controlled revenue ratio | Capacity to generate revenue internally |
| 2 | Financial capacity | Population growth ratio | Population growth/decline pressures on council |
| 3 | Operating performance | Operating surplus ratio | Holistic overview of council operating performance |
| 4 | Operating performance | Operating cash ratio | Cash operating performance (less depreciation and other non-cash items) |
| 5 | Liquidity | Unrestricted cash expense cover ratio | Unconstrained liquidity available to council |
| 6 | Asset management | Asset sustainability ratio | Capital renewals program performance |
| 7 | Asset management | Asset consumption funding ratio | Extent to which assets are being consumed |
| 8 | Asset management | Asset renewal funding ratio | Asset replacement program performance |
| 9 | Debt servicing capacity | Leverage ratio | Ability to repay existing debt |

Source: Department of State Development, Infrastructure Local Government and Planning: Financial Management (Sustainability) Guideline

SENSITIVE

2024 External audit plan

Working with internal audit

We will engage with internal audit to understand if there are any impacts on our audit through its reviews.

Management responsibilities

Our audit does not relieve management from its responsibilities to:

- prepare financial statements in accordance with the applicable reporting framework
- develop internal controls to prepare financial statements free from material misstatement
- comply with prescribed legislative requirements
- provide our auditors full and free access to all documents and property of your entity.

As part of our audit, we may also consider your accountability for the use of public moneys, which includes:

- compliance with relevant acts, regulations, government policies and prescribed requirements
- acts or omissions resulting in a waste of public resources
- the probity and propriety of matters associated with the management of your entity.

SENSITIVE

2024 External audit plan

4. Key financial audit milestones

We have discussed with management to establish the following key reporting deadlines. Strong collaboration will ensure that these deliverables are mutually achievable.

| Planning | Agreed date |
|--|----------------------------|
| External audit plan issued to client | 27 March 2024 |
| Interim | |
| Workpaper available for planning purpose | 20 May 2024 |
| Interim testing visit | 10 June – 14 June 2024 |
| Interim report outlining preliminary audit findings issued to client | 5 July 2024 |
| Proforma financial statements due to audit | 10 June 2024 |
| Feedback on proforma financial statements to client | 5 July 2024 |
| Position papers on known accounting issues due to audit | 28 June 2024 |
| Feedback on position papers to client | 19 July 2024 |
| Asset valuations due to audit | 28 June 2024 |
| Asset valuations reviewed by audit | 19 July 2024 |
| Final | |
| Year-end visit | 26 August – 30 August 2024 |
| Workpapers available for planning purposes | 12 August 2024 |
| Complete draft financial statements to audit | 12 August 2024 |
| Feedback on draft financial statements to client | 13 September 2024 |
| QAO closing report summarising the audit findings issued to client | 27 September 2024 |
| Audit committee (or equivalent) clearance | 4 October 2024 |
| Financial statements signed by management | 4 October 2024 |
| Audit report including our audit opinion issued to the client | 11 October 2024 |
| Final management report outlining the final audit findings issued to the client | 11 October 2024 |

In conjunction with management, we have identified the following key accounting issues that will require resolution this year.

| Issue | Details | Position paper due date | |
|-------------------------------|--|-------------------------|-----|
| | | Management | QAO |
| Revenue recognition | Council have been successful in obtaining new sources of grant funding for a number of capital and operational projects. Consideration will need to be given to AASB 15 and AASB 1058 to determine the correct method of revenue recognition in relation to these grants. | 30 June 2024 | |
| Provision for tip restoration | Based on the work performed during the course of our 2023 audit the provision for tip restoration was material and disclosed within the financial statements. | 30 June 2024 | |

SENSITIVE

2024 External audit plan

| Issue | Details | Position paper due date | |
|-------|--|-------------------------|-----|
| | | Management | QAO |
| | Management will need to consider any changes to future plans or changes in the critical underlying assumptions. We request an updated position paper to be available in support of Council's position. | | |

Please report to us any slippages to the time frames as soon as possible. Please sign and return this page to Donna Sinanian by 30 April 2024.

| | | |
|---|--|----------------|
| Name: Mark Crawley Chief Executive Officer | Signed  | Date 12.4.2024 |
|---|--|----------------|

SENSITIVE

2024 External audit plan

5. Audit fees

Our proposed audit fee (exclusive of GST) is \$97,500 (2023: \$68,160) for Carpentaria Shire Council. This is based on our planned audit program. We will bill our fee progressively as we complete each stage of our work. The audit fee includes the following components.

These fees were discussed and agreed with the Director of Corporate Services.

| | 2024 (Estimate) | 2023 (Actual) |
|-----------------|-----------------|---------------|
| Financial audit | \$83,500 | \$60,270 |
| Travel | \$14,000 | \$7,890 |
| Total | \$97,500 | \$68,160 |

Our fee estimate can be affected by:

- the effectiveness of your internal control environment
- the quality of draft financial statements and supporting workpapers
- significant accounting issues not raised with the audit team during planning
- whether the milestones are achieved within the agreed time frames
- the availability of your management and staff, and the timeliness of their responses to audit issues.

We will discuss any anticipated variations to our fee with you during the audit.

Fees for comparable councils

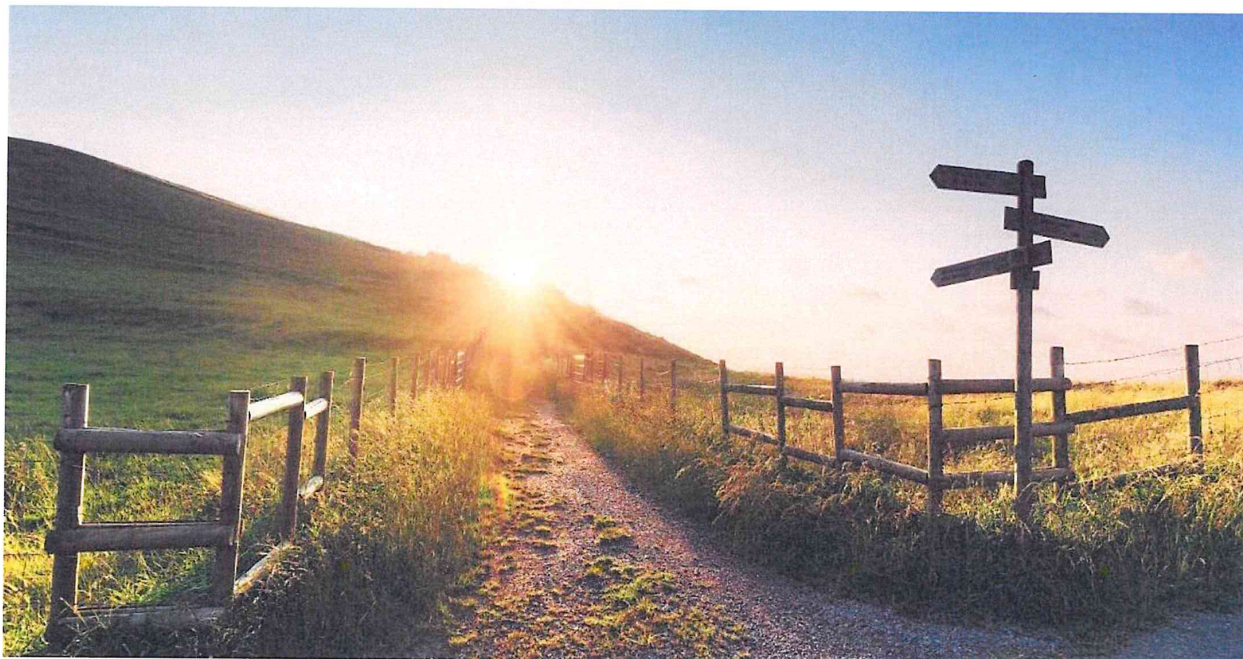
Each year, we undertake a benchmarking of fee levels for all councils to ensure that the fee charged is fair and is reflective of the audit effort required. We use a number of factors such as population, revenue levels, total asset base, number of FTEs and audit issues and the time to complete the financial statements by councils.

There are 7 councils that are similar to Carpentaria Shire Council based on these factors. The average fee for these councils is \$114,000, excluding travel expenses.

6. Our performance

Client service and audit quality are priorities for us. We have mechanisms in place to ensure our audit activities are effective, comply with quality requirements and are of value to you.

Each year, we engage an independent research provider to survey with our clients on our engagement, audit process and reporting. Your feedback will enable us to enhance the value of our services and our relationship with you.



qao.qld.gov.au/reports-resources/reports-parliament



Suggest an audit topic

Contribute to an audit in progress

Subscribe to news and our blog

Connect with QAO on LinkedIn

Sri Narasimhan
Queensland Audit Office
T: 07 3149 6208
E: sri.narasimhan@qao.qld.gov.au

Donna Sinanian
Crowe Audit Australia
T: 07 4722 9559
E: donna.sinanian@crowe.com.au

T: (07) 3149 6000
E: qao@qao.qld.gov.au
W: www.qao.qld.gov.au
53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

 **Queensland
Audit Office**
Better public services

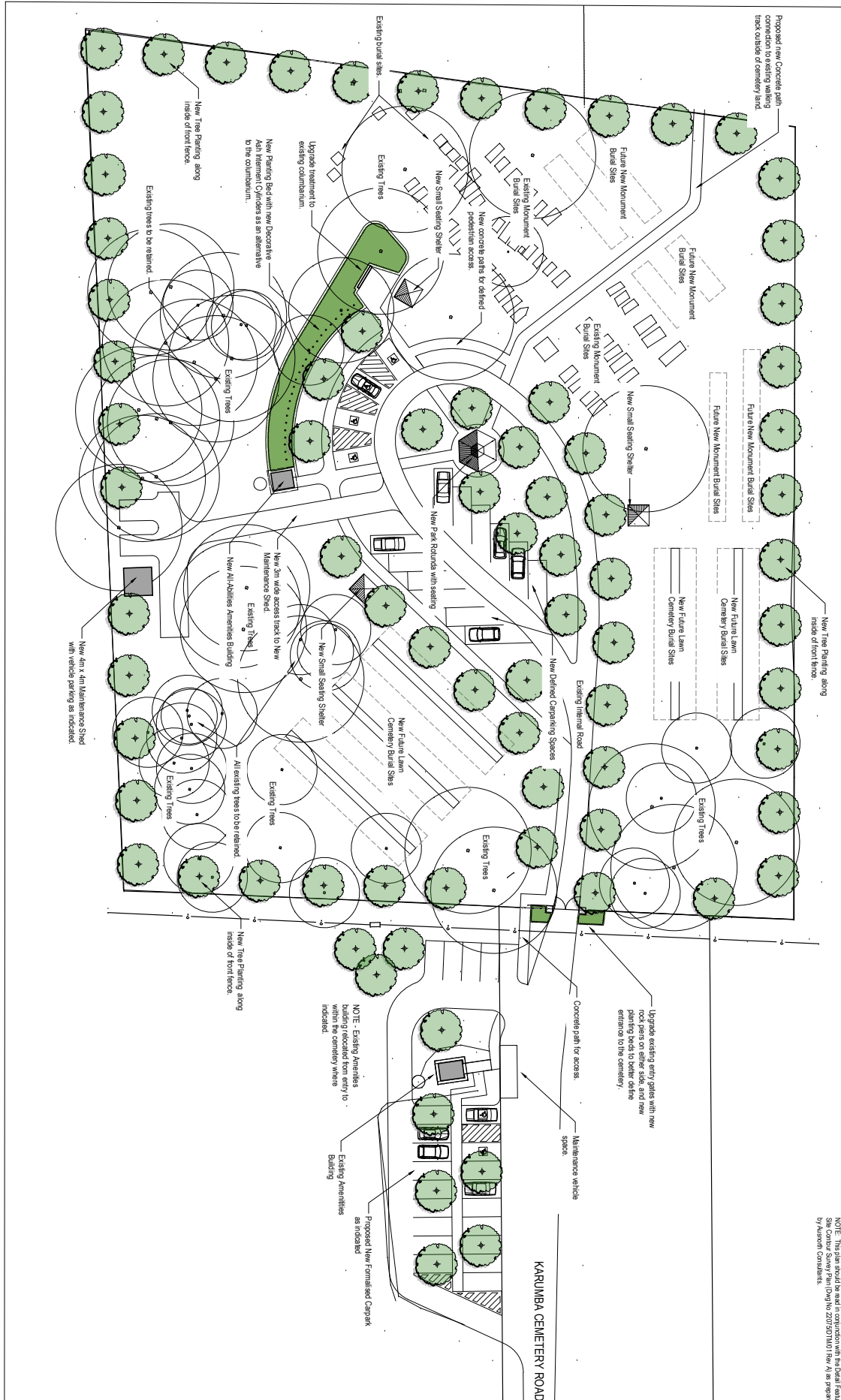


**place
design
group.**

TOWNSVILLE
46 Ross River Road
Mundingburra QLD 4812
PO Box 450 Aitkenvale QLD 4814
T +61 7 4725 7843

Karumba Cemetery
LANDSCAPE CONCEPT MASTER PLAN

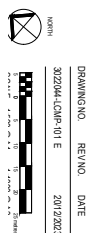
Sheet 1 of 1



NOTE: This plan should be read in conjunction with the Detail Features Site Contour Survey Plan (Dwg No 22075DTM01 Rev A) as prepared by Auscon Consultants.

NOT FOR
CONSTRUCTION

;



;

3022044-LCMP-102 E 2011/2013

BUSINESS PAPERS

10.2 MONTHLY FINANCIAL REPORT - MARCH 2024

| | |
|---------------------|---|
| Attachments: | 10.2.1. Financial Management (Sustainability) Guideline ↓ |
| | 10.2.2. Monthly Financial Statements - March 2024 ↓ |
| | 10.2.3. Cash - March 2024 ↓ |
| | 10.2.4. Rates Receivables Report ↓ |
| | 10.2.5. TMR Unclaimed Expenditures ↓ |
| | 10.2.6. Restricted Cash - Capital Grants ↓ |
| | 10.2.7. Capital Grants Schedule ↓ |

Author: Jade Nacario - Manager Finance and Administration

Date: 16 April 2024

Key Outcome: A well governed, responsive Council, providing effective leadership and management, and respecting community values

Key Strategy: Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Presentation of the financial report for 31 March 2024 as required under section 204 of the *Local Government Regulation 2012*. The report is presented for noting and indicates whether Council is progressing satisfactorily against its current budget.

RECOMMENDATION:

That Council accepts the Monthly Financial Report, as required under section 204 of the *Local Government Regulation 2012* for the period ended 31 March 2024.

FINANCIAL REPORT

The Monthly Finance Reports are prepared in accordance with the reporting requirements of the *Local Government Act 2009* and *Local Government Regulation 2012 s204*.

The following reports for 31 March 2024 are attached for Council's information.

- Statement of Comprehensive Income
- Statement of Comprehensive Income by Category
- Statement of Financial Position
- Cashflow Statement

BUSINESS PAPERS

Sustainability Ratios

A new sustainability report is attached from this monthly report because of the new Financial Management (Sustainability) Guideline that was developed by the Department following consultation with local governments and other stakeholders on the Local Government Sustainability Framework discussion paper. Councils are required to report on the ratios included in the Sustainability Guideline as part of 2023-24 Annual General Purpose Financial Statements.

Queensland has one of the most diverse local government sectors in Australia, covering a large geographic area. In recognition to its diversity, the Department has allocated each council a category for sustainability reporting and monitoring purposes. As per the Sustainability Grouping for Council, Carpentaria Shire Council belongs to Tier 7.

Please see attached Council's sustainability report and the new guideline.

Statement of Comprehensive Income

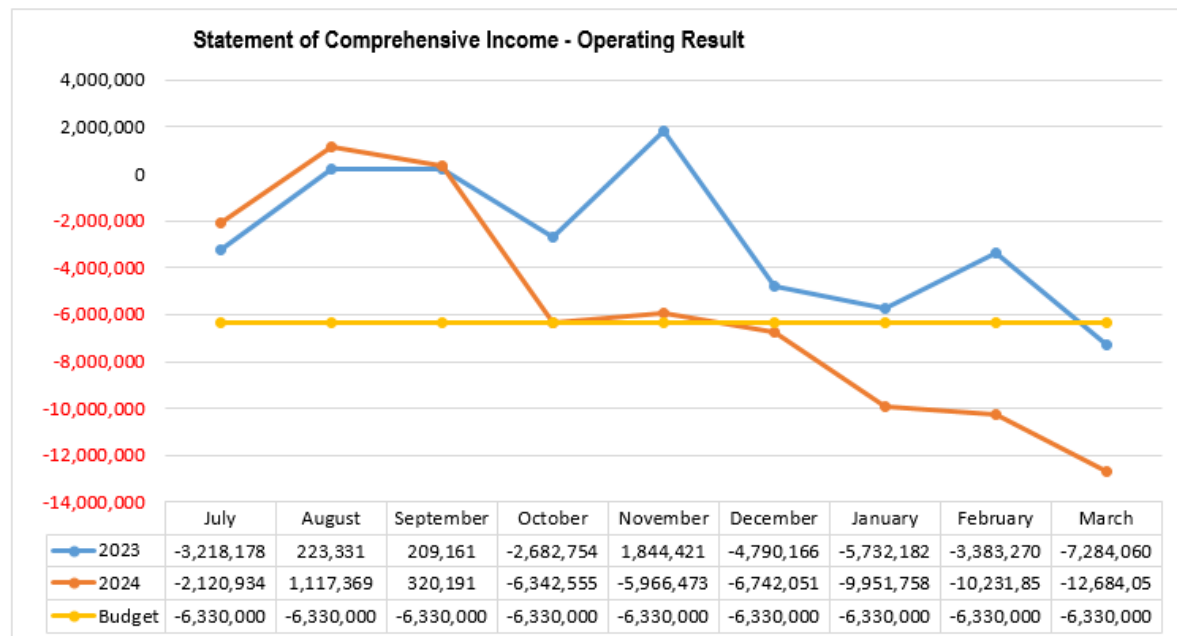
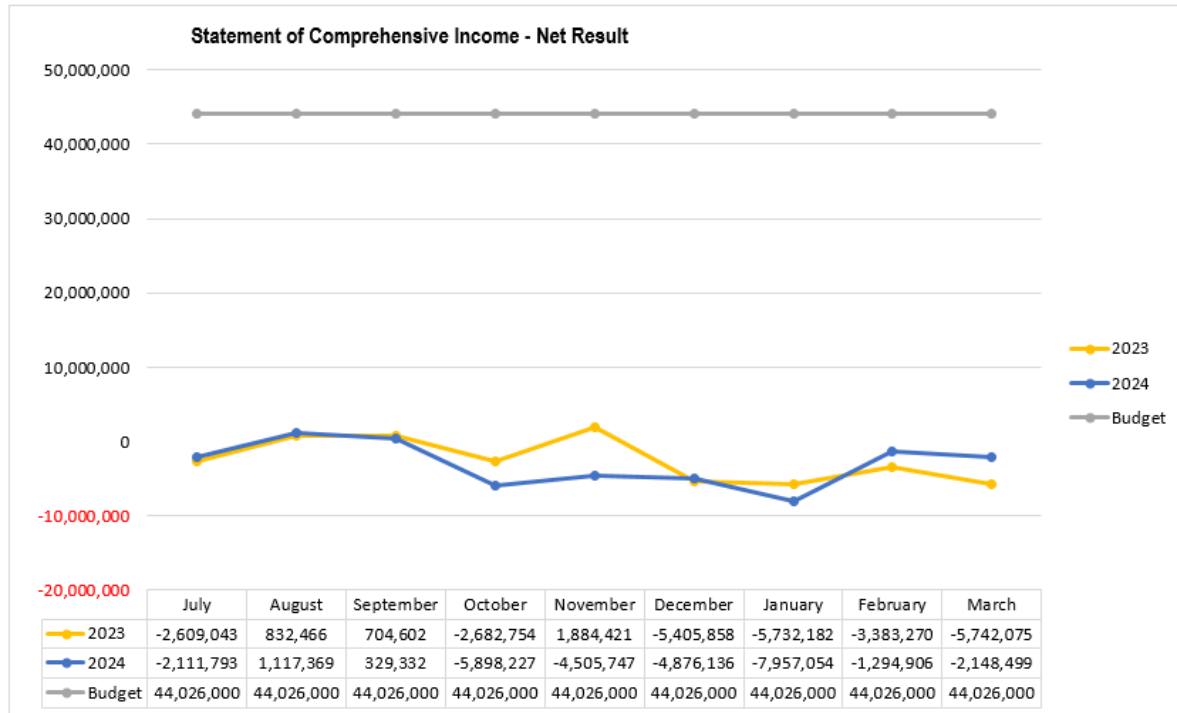
For the third quarter of the financial year 2023/2024, the comprehensive income statement net result indicated a deficit of \$2,148,499. This is the sum of \$40,428,764 in recurrent revenue, \$53,112,823 in recurrent expenditure and \$10,535,560 in capital revenue.

| | Actual <i>(1 July 2023 to 31 March 2024)</i> | Budget <i>(1 July 2023 to 30 June 2024)</i> |
|----------------------|--|---|
| Recurrent Revenue | 40,428,764 | 67,539,000 |
| Recurrent Expenses | 53,112,823 | 73,689,000 |
| Net Operating | (12,684,059) | (6,150,000) |
| Capital Revenue | 10,535,560 | 50,356,000 |
| Capital Expense | 0 | 0 |
| Net Result | (2,148,499) | 44,026,000 |

**Please see attached Comprehensive Income Statement for details.*

BUSINESS PAPERS

The graph below shows the Net Result for the period, with prior year comparatives, against the budget.



This large deficit is concerning. It is mostly due to the early payment of Financial Assistance Grants being received in June 23 and outstanding TMR contracts.

- Financial Assistance Grants budgeted \$7.1m, but nil received to date
- TMR contract work performed, but not yet approved by TMR amounting to \$5m

Operational Budget Analysis

BUSINESS PAPERS

The Statement of Comprehensive Income shows a variance column which is only an indicator of where Council's operational budget is.

| Item | Actual | Budget | % | Analysis |
|----------------------------------|------------|------------|---------|---|
| Rates | 8,562,872 | 8,918,000 | 96.02% | <p>↑ Actual is higher than budgeted amount.</p> <p>Council levies rates and service charges twice yearly, in August (covering the period 1 January to 30 June) and February (covering the period 1 July to 31 December). The actual amount is the revenue for the first and second levy issued in August 23 and February 2024. The figures include the water consumption charges for the period 1 July to 31 December 2023.</p> <p>It is expected the water consumption for the period 1st January 2024 to 30 June 2024 to be levied in August 2024 will be charged back to this financial year. That amount is expected to be around \$600,000. Therefore, we expect the rates revenue is on track to meet the budget forecast.</p> |
| Interest Income | 1,185,901 | 300,000 | 395.30% | <p>↑ Actual is significantly higher than budgeted amount.</p> <p>The favourable variance is a result of increase interest rates this financial year and due to Council maintaining higher cash balance on its QTC Investment account.</p> |
| Income from Operations and Sales | 4,461,704 | 14,665,000 | 30.42% | <p>↓ Actual is significantly lower than budgeted amount.</p> <p>The variance is mainly due to unclaimed Main Roads Projects. Please refer to the attached workings for the TMR Projects Income and Expenditures.</p> <p>There is \$5,352,712 of TMR expenditure that has been incurred, and corresponding revenue has not yet been received. Of the \$5.352m expenditure:</p> <ul style="list-style-type: none"> \$4.690m is TMR projects; and \$663k is RMPC <p>The last claimed made for TMR projects was last September 2023, while the last claim for RMPC was on March 2024.</p> |
| Operating Grants | 25,095,017 | 42,450,000 | 59.12% | <p>↓ Actual is lower than budgeted amount.</p> <p>Operating grants are mostly made up of Disaster Recovery Funding Arrangements (DRFA) received for restoration of road assets. Other operating grants include financial assistance grants and other program grants.</p> <p>Council received an 100% early payment of its financial assistance grant, and this was recognized in 2023. The payment for 2024 is forecasted to be paid later in the financial</p> |

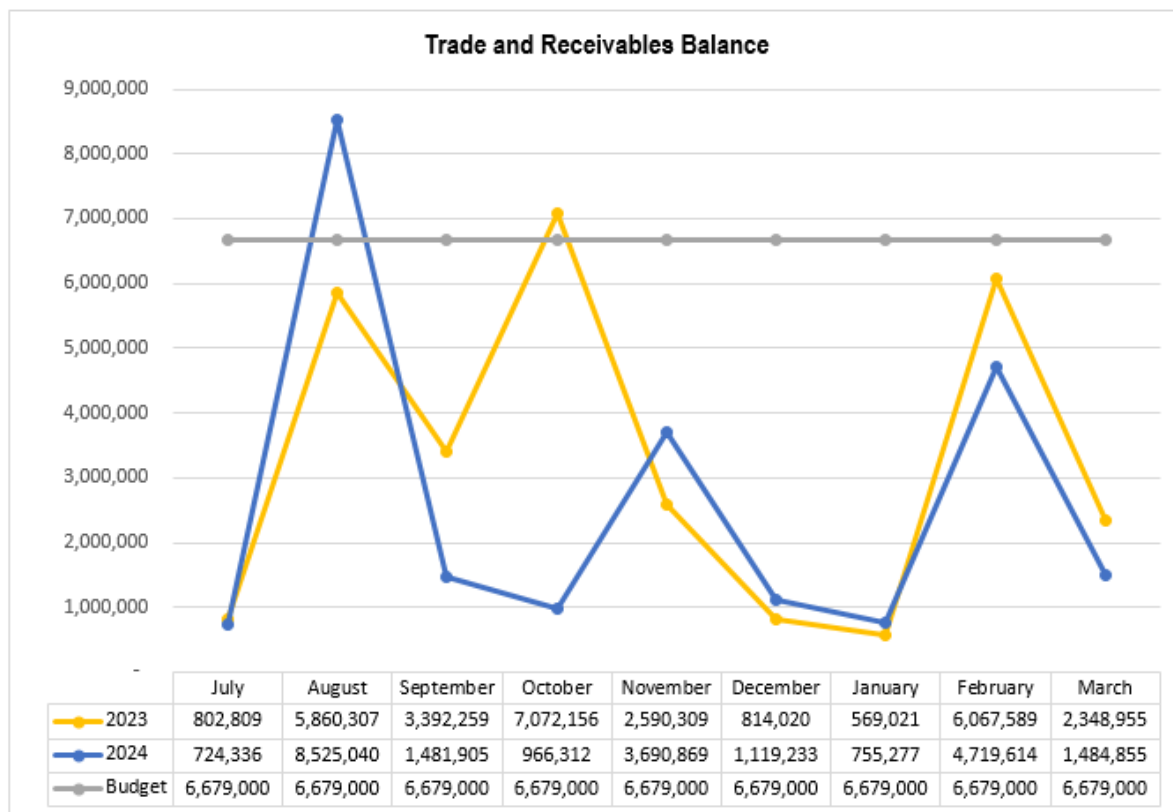
BUSINESS PAPERS

| Item | Actual | Budget | % | Analysis |
|----------------------|------------|------------|--------|---|
| | | | | <p>year.</p> <p>The budget for the Financial Assistance Grants is \$7.1 million. Council has not received any of this grant in the current year. When the budget was prepared it was assumed Council would receive a 50% early payment, as it had in previous years.</p> <p>However the Federal Government paid 100% of the current year's allocation in June last year. If the Federal Government does that again this year we will likely receive the full amount in June.</p> <p>If they only pay 50% it is likely to have a significant impact on Council's budget.</p> |
| Non-Operating Grants | 10,535,560 | 50,356,000 | 20.92% | <p>↓ Actual is significantly lower than budgeted amount.</p> <p>Non-operating grants are funding received for the purpose of constructing roads, buildings, and other infrastructure assets, and purchasing equipment. Due to the nature of this income, the timing of the funding receipt depends on project approval or progress claims and project completion.</p> <p>The project team meets regularly to discuss the progress of capital jobs to monitor any risk such as project overruns.</p> <p>Whilst this is a considerable amount, many of these projects have been extended beyond 30 June 2023.</p> |
| Employee Costs | 7,058,912 | 11,283,000 | 62.56% | <p>↓ Actual is Lower than budgeted amount. Council is carrying several vacant positions which accounts for some of the budgetary shortfall. Sometimes depending on the position, it may be filled with contractors and/or labour hire. Where this occurs the expense is costed to the Materials and Services line item, not Employee Costs.</p> <p>A significant amount of labour hire is being utilised by Council, so this would also impact employee costs.</p> <p>A review of the organizational structure and budget is currently in progress as of time of writing this report.</p> |

Financial Position Reports

The graph below shows the Council's *Trade and Receivables* balance of \$1,484,855, against a budget of \$6,679,000. A significant portion of the trade receivables is made up of Rates.

BUSINESS PAPERS



Rates and Service Charges

Please see attached detailed Rates and Service Charges Receivables Report showing outstanding rates and charges of \$1,066,032. Council has received payments in advance for rates of \$36,884. Some long outstanding rates and charges have been recovered from recent payment arrangements, and payments in full of outstanding amounts.

Overdue Rates and Charges

There has been a significant effort to recover overdue rates and charges. A review of the attached rates you will see the historical comparison by month. The graph illustrates that in 2023/2024 the outstanding rates in March was much lower than in the past 5 years. The outlier in the 2021/2022 year was due to the late issue of the rate notices, but the other years you can see the outstanding rates were noticeably higher.

Some statistics on properties progressed to debt recovery and ultimately sale of land are:

- 7 Properties were issued Notice of Intention to sell on the 15/12/2022
- 2 x Properties subsequently paid outstanding rates and charges in full
- 1 x Property paid a lump sum and was requested to enter a payment plan for balance. This property is now out of the third year in arrears to make them eligible for Sale of Land.
- 1 Property proceeded to Auction on 26/07/2023 and the property was sold at Auction.

BUSINESS PAPERS

Some properties were removed from the Sale of Land process as they may have entered into payment arrangements. Council officers are still working with the other properties that were removed from Sale of Land process.

- 3 Properties were issued Notice of Intention to sell on 04/12/2023
- 2 Properties to be issued with Auction Notices as the 3 month period has lapsed.
- 1 Property has been granted an extension to pay outstanding rates by 20/06/2024
- 1 Property that was resolved to sell by Council at its October 2023 Meeting has been sold privately and all outstanding rates and charges paid in full

Council officers are now fully aware of the process, and any properties that fall into arrears shall simply enter into the relevant recovery cycle and be progressed as business as usual.

Every opportunity is provided to properties experiencing difficulties and officers are following the Financial Hardship Policy which provides adequate guidance.

Investments

As per Council Investment Policy, available funds were invested in Queensland Treasury Corporation – Cash Fund, including the cash back of all Council reserves. The table below shows the month of March 2024 investment performance.

| Investment Accounts | Financial Institutions | Funds Available Balance* | March 2024 Interest Received | YTD Interest Earned |
|---------------------|------------------------|--------------------------|------------------------------|---------------------|
| QTC General Fund | QTC | 22,007,570 | 71,695 | 804,674 |
| QTC Reserves Fund | QTC | 8,056,338 | 32,916 | 283,098 |
| TOTAL | | 30,063,908 | 104,611 | 1,087,772 |

*The funds available balance excludes accrued interest and accrued administration charges.

| Gross Earnings Rate | July 23 | Aug 23 | Sept 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 | Feb 24 | Mar 24 |
|-----------------------------|---------|--------|---------|--------|--------|--------|--------|--------|--------|
| Annual Rate Payable Monthly | 4.98% | 4.92% | 4.70% | 4.40% | 5.13% | 5.05% | 5.04% | 4.86% | 4.93% |
| Annual Effective Rate* | 5.10% | 5.04% | 4.80% | 4.49% | 5.26% | 5.17% | 5.16% | 4.97% | 5.04% |

*To allow comparison to industry benchmarks, Council monthly earnings rate has been converted to an annual effective rate.

BUSINESS PAPERS

QTC Loans

Council has no planned borrowings over the next ten years and is committed to paying down existing debt. Council currently has three loans with Queensland Treasury Corporation (QTC), the details are shown below:

| Loan Purpose | Quarterly Repayments | Balance | Maturity Date |
|------------------|----------------------|------------------|---------------|
| Glenore Weir | 110,412.17 | 3,913,486 | 15 March 2035 |
| Karumba Sewerage | 66,099.08 | 1,357,716 | 15 June 2030 |
| Normanton Water | 34,031.88 | 769,313 | 15 March 2031 |
| TOTAL | 210,543.13 | 6,040,515 | |

Capital Grants

There are two Capital Grant reports attached.

1. Monthly Restricted Capital Funds Schedule
2. Monthly Capital Grants Schedule

The monthly Restricted Capital Funds Schedule shows some of the capital projects where grant funds have not been totally expended, and there is a risk of repayment should the funds not be fully expended, or the project not completed by the required timeline.

The Monthly Capital Grants Schedule shows all capital projects where grants have been received or expenditure has been incurred. The purpose of this report is to track Council's externally restricted funds. The balance of this report \$3,363,138 forms part of the net contract balances in the balance sheet.

This reporting does not include all of Council's capital budgeted projects, it only includes those where funds have been received or expended against the project.

The project team meets monthly to discuss the progress of Council's Capital Budget.

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
- Erscon – Consulting Engineers
- Executive Leadership Team
- Senior Leadership Team
- Supervisors and relevant officers

Legal Implications:

- *Local Government Regulation 2012*, section 204:
 1. The local government must prepare a financial report.
 2. The chief executive officer must present the financial report –

BUSINESS PAPERS

- a. if the local government meets less frequently than monthly—at each meeting of the local government; or
 - b. otherwise — at a meeting of the local government once a month.
 3. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.
- *Local Government Act 2009*

Financial and Resource Implications:

- The report identifies how Council is tracking against the adopted operational and capital budgets for the financial year.

Risk Management Implications:

- Risk is considered low, and Council will be advised if major items deviate from the adopted budget and forecasts.



Financial Management (Sustainability) Guideline Guideline 2024 version 1



© State of Queensland (Department of Housing, Local Government, Planning and Public Works) 2024.

Published by the Queensland Government, Department of Housing, Local Government, Planning and Public Works, 1 William Street, Brisbane Qld 4000, Australia.

Licence



Licence: This work is licensed under the Creative Commons CC BY 4.0 Australia Licence. In essence, you are free to copy, communicate and adapt this work, as long as you attribute the work to the State of Queensland (Department of Housing, Local Government, Planning and Public Works) 2024. You must keep intact any and all copyright notices in the works as indicated by the symbol ©.

To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

Attribution

Content from this work should be attributed as: The State of Queensland, Department of Housing, Local Government, Planning and Public Works, 2024.

Interpreter



The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this document, you can contact us on 13 QGOV (13 74 68) and we will arrange an interpreter to communicate the report to you. www.qld.gov.au/languages

1 William Street, Brisbane 4000

Contents

| | |
|--|----|
| The Guideline | 4 |
| Updates from 2013 Guideline | 4 |
| Updates from 2023 Guideline | 5 |
| Sustainability Groupings | 6 |
| Sustainability Measures | 8 |
| Definitions | 19 |
| Appendix A: Sustainability Groupings of Councils | 21 |
| Appendix B: Example Current-Year Sustainability Statement Format | 23 |
| Appendix B: Example Current-Year Sustainability Statement Format for Contextual Ratios | 24 |
| Appendix C: Example Long-Term Sustainability Statement Format..... | 25 |

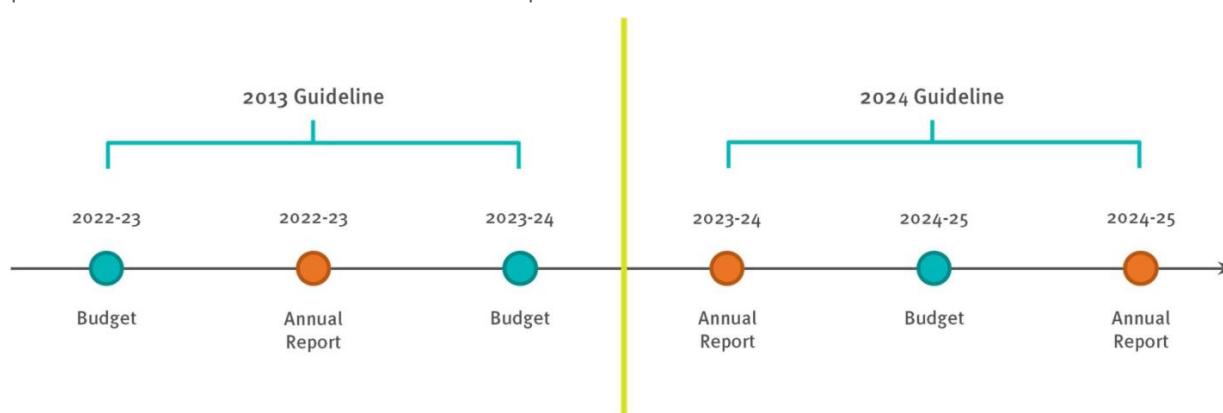
The Guideline

This Financial Management (Sustainability) Guideline (the Guideline) has been developed following consultation with local governments and other stakeholders on the *Local Government Sustainability Framework discussion paper*.

The Guideline supersedes the Financial Management (Sustainability) Guideline 2013 and is to be used in the calculation of the relevant financial sustainability measures specified in the Local Government Regulation 2012 and the City of Brisbane Regulation 2012.

Local governments are required to calculate and publish the relevant financial sustainability measures on both a council and consolidated basis (where applicable).

This Guideline takes effect from the 2023-24 annual statutory financial reporting period and the 2024-25 financial year budget process as illustrated below and will continue until superseded.



Updates from 2013 Guideline

As it has been ten years since the previous Guideline was released, the Department has undertaken a significant review of its sustainability monitoring and reporting framework, including consultation with key stakeholders and the local government sector. The Department has considered this feedback in conjunction with analysis undertaken by key stakeholders in the development of the new Guideline.

Key changes in the 2023 Guideline include:

- » Grouping of similar councils for sustainability monitoring and reporting purposes to better reflect the varied drivers and circumstances of the sector.
- » Removal of the Net Financial Liabilities Ratio due to consistent feedback about its limited usefulness to stakeholders, especially for councils with no debt.
- » Expanding the number of relevant financial sustainability measures from three to nine to include additional measures of financial capacity, operating performance, liquidity, asset management, and debt servicing capacity. Three ratios will be for contextual purposes only.
- » Revision of targets for each measure based on each council's allocated grouping, including a small number of contextual measures with no targets that are not required to be audited each year.

This Guideline has been developed in consultation with councils and key stakeholders.

Updates from 2023 Guideline

There are updates from 2023 Guideline based on feedback from stakeholders, providing greater clarity and improve useability for councils.

Key changes in the 2024 Guideline include:

- » The leverage ratio formula now includes finance costs in the calculation to eliminate the impacts from interest expenses on council loans.
- » The definition of infrastructure assets has been updated to exclude specific asset types for consistency given that councils control a diverse range of assets.
- » Clarity on the definition of depreciation and amortization to exclude right of use assets.
- » The contextual financial measures not audited by the QAO have been separated from the measures that are audited on and included in a new appendix.

Sustainability Groupings

Queensland has one of the most diverse local government sectors in Australia, covering a large geographic area. Across the State, individual councils face a unique set of financial, service delivery and community need circumstances and are impacted by a wide range of social and economic drivers.

In recognition of this diversity, the Department has allocated each council to a category for sustainability reporting and monitoring purposes. These categories are based on the remoteness of the local government area as reported by the Australian Bureau of Statistics, and population, with a separate category for Indigenous councils in recognition of their unique legislative and financial circumstances. Grouping councils allows for the establishment of fit-for-purpose targets for each monitoring measure.

The Department recognises that council populations fluctuate from year to year and change over time which may result in a movement across Tiers. For this reason, the allocation of councils to Tiers will be reviewed as part of updates to the Guideline every three years, with councils remaining in their assigned tier between Guideline updates. The Department will advise councils and publish on its website any changes to Tiers at that time of the next Guideline update in 2026.

The summary of sustainability reporting groups is set out in **Table 1**, and a more detailed list of which local governments are contained within each Tier is in **Appendix A**.

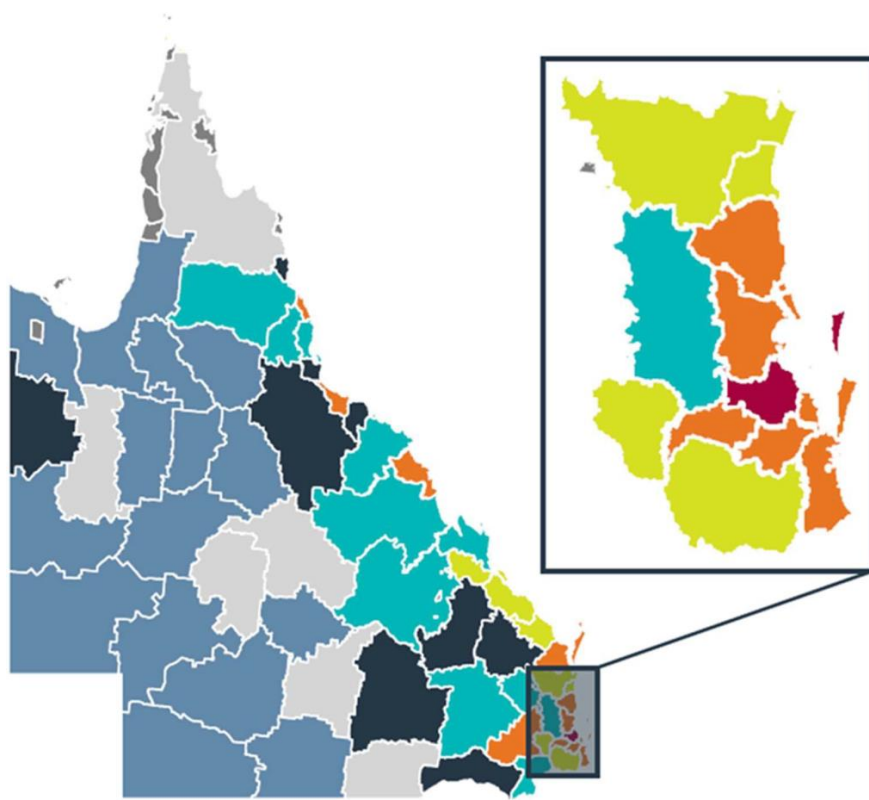


Table 1: Sustainability reporting groupings of councils

| Tier | Remoteness Area Factor ¹ | Population Band ² | No. of Councils | |
|------|--|------------------------------|-----------------|--|
| 1 | Major Cities | 1,000,000+ | 1 | |
| 2 | Major Cities Inner Regional Outer Regional | 100,000-999,999 | 11 | |
| 3 | Major Cities Inner Regional | 40,000-99,999 | 7 | |
| 4 | Inner Regional Outer Regional | 20,000-39,999 | 11 | |
| 5 | Outer Regional Remote | 10,000-19,999 | 9 | |
| 6 | Remote Very Remote | 2,000-9,999 | 7 | |
| 7 | Very Remote | 0-1,999 | 15 | |
| 8 | Indigenous | <10,000 | 16 | |

¹ Remoteness Area Factor classified as more than 50% of the LGA's population residing in that area.

² Population figures as per the Australian Bureau of Statistics most recent estimates.

Sustainability Measures

The following are the financial sustainability measures for the Queensland local government sector, to be calculated and published by every council as part of their annual statutory financial reporting process. Depending on the individual council's circumstances, they will be required to report a minimum of eight and maximum of nine ratios.

| # | Type | Measure | Rationale |
|---|-------------------------|---|---|
| 1 | Financial Capacity | Council Controlled Revenue Ratio [^] | Capacity to generate revenue internally |
| 2 | Financial Capacity | Population Growth Ratio ^{*^} | Population growth/decline pressures on council |
| 3 | Operating Performance | Operating Surplus Ratio | Holistic overview of council operating performance |
| 4 | Operating Performance | Operating Cash Ratio | Cash operating performance (less depreciation and other non-cash items) |
| 5 | Liquidity | Unrestricted Cash Expense Cover Ratio | Unconstrained liquidity available to council |
| 6 | Asset Management | Asset Sustainability Ratio | Capital renewals program performance |
| 7 | Asset Management | Asset Consumption Ratio | Extent to which assets are being consumed |
| 8 | Asset Management | Asset Renewal Funding Ratio ^{**^} | Asset replacement program performance |
| 9 | Debt Servicing Capacity | Leverage Ratio | Ability to repay existing debt |

**Data source - ABS category number 3235.0 (Population by Age and Sex, Regions of Australia) This ratio is calculated for the previous financial year i.e., FY2022-23 will report FY21-22 population growth. The Department will advise the councils of the figures to use for this ratio.*

***The transition periods for the Asset Renewal Ratio for council groupings can be found in the Asset Renewal Funding Ratio section.*

[^] The Council-Controlled Revenue Ratio, Population Growth Ratio, and Asset Renewal Funding Ratio are contextual measures, which are published but not audited.

To normalise the impacts of one-off events, all ratios with the **exception** of the unrestricted cash expense cover ratio and the asset renewal funding ratio are reported on a five-year average basis, as well as a single-year result. This will provide more context about the long-term trend of these ratios.

The Queensland Audit Office (QAO) will audit measures **3, 4, 5, 6, 7, and 9** (for those councils which report it, explained below), regardless of their grouping. These measures highlight the core council financial sustainability areas of operating performance, liquidity, asset management and debt servicing capacity.

Councils with Queensland Treasury Corporation (QTC) debt or other loans as at the reporting date are required to report on measure **9** (the Leverage Ratio), which is also audited by the QAO as noted above.

- Councils that repay the entirety of their debt balances within the current reporting period are also not required to report this measure for that financial year however will still need to calculate and publish the five-year average.
- Councils which have held no QTC debt or other loans during the preceding five financial years are not required to report this measure.

Measures **1**, **2**, and **8** are contextual measures to be reported by all councils regardless of their grouping and will be used for contextual purposes only. These measures will provide further information about a council's financial capacity and asset management, however, are not required to be audited.







The Asset Renewal Funding Ratio (ARFR) will be implemented over a phased transition period to recognise the differing circumstances and capacities of councils with their asset management. Tier 1 and 2 councils will be expected to report the ARFR from the 2023-24 financial year, while Tier 3 to 8 councils will gradually transition to reporting this measure over time (see ARFR section below outlines transition timeframes).

During the transition period, the department will work with councils to improve their asset management capability to enable them to report on this ratio in time.







Appendices B and C contains suggested reporting formats for councils to use when publishing their current- and long-term financial sustainability statements. Councils may also report any additional measures they feel provide additional information to stakeholders about their financial sustainability.

More information about each individual measure, including its calculation, interpretation, and target bands for each respective sustainability grouping, can be found on the following pages.







1. Council Controlled Revenue Ratio

| | |
|--|--|
| Type  | Financial Capacity |
| Overview  | Council-controlled revenue is an indicator of a council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks. |
| Interpretation  | <p>A higher council-controlled revenue ratio indicates a stronger ability to generate operating revenue without relying on external sources. Councils with a high ratio generally have a healthy rate base and are better able to respond to unexpected financial obligations such as natural disaster recovery.</p> <p>A lower council-controlled revenue ratio indicates that a council has limited capacity to influence its operating revenue and that it is more reliant on external (and usually less reliable) sources of income such as operational grant funding, sales and recoverable works contracts, and rental income.</p> |
| Calculation  | $\frac{\text{Net Rates, Levies and Charges add Fees and Charges}}{\text{Total Operating Revenue}}$ <p>See Definitions below for more information about the inputs for this measure.</p> |
| Targets  | As council-controlled revenue is a contextual measure, there are no targets specified for this ratio. |
| Reporting  | <p>This measure is required to be calculated and published by all councils.</p> <p>This measure is to be reported as both a single-year result and a five-year average result.</p> <p>To support the user's interpretation of the council's result for this measure councils are required to provide a narrative identifying key drivers and contributing factors (that may or may not be beyond a council's control).</p> <p>See Appendices B and C for example reporting formats.</p> |







2. Population Growth Ratio

| | |
|--|---|
| Type  | Financial Capacity |
| Overview  | Population growth is a key driver of a council's operating income, service needs, and infrastructure requirements into the future. |
| Interpretation  | <p>A growing council population indicates a greater capacity to generate its own source revenue through rates as well as statutory charges. Population growth also puts additional pressure on councils to invest in new community infrastructure to support service needs.</p> <p>Conversely, a council with a shrinking population base will have increasingly limited opportunities to generate operating revenue through its rateable property base, and over time will need to adjust its capital and operating spending decisions to reflect the reducing utilisation of its infrastructure and community assets.</p> |
| Calculation  | $\frac{\text{Prior year estimated population}}{\text{Previous year estimated population}} - 1$ <p>The Department will publish population figures for councils to determine this ratio. See Definitions below for more information about the inputs for this measure.</p> |
| Targets  | As population growth is a contextual measure, there are no targets specified for this measure. |
| Reporting  | <p>This measure is required to be calculated and published by all councils.</p> <p>This measure is to be reported as both a single-year result and a five-year average result.</p> <p>To support the user's interpretation of the council's result for this measure councils are required to provide a narrative identifying key drivers and contributing factors (that may or may not be beyond a council's control).</p> <p>See Appendices B and C for example reporting formats.</p> |







3. Operating Surplus Ratio

| <div>Type</div> <div></div> | Operating Performance | | | | | | | | | | | | | | | | | | | | |
|--|---|--------|------------------|-------|-------------|--------|-----------------|--------|------------------|--------|-----------------|--------|------------|--------|-----------------|--------|------------|--------|-----------------|--------|------------|
| <div>Overview</div> <div></div> | The operating surplus ratio is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes. | | | | | | | | | | | | | | | | | | | | |
| <div>Interpretation</div> <div></div> | <p>An operating surplus ratio above 0% is an indication that council is managing its finances within its existing funding envelope and generating surplus funds for capital funding or other purposes.</p> <p>An operating surplus ratio below 0% is an indication that a council’s operating expenses exceed its revenue. An operating deficit in any one year is not a cause for concern if, over the long term, a council achieves a balanced operating result or small surplus. Operating deficits over the long term affect a council’s ability to internally fund its capital requirements and other initiatives as and when they fall due, potentially requiring external funding support.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Calculation</div> <div></div> | <div><div>Operating Result</div><div></div><div>Total Operating Revenue</div></div> <p>See Definitions below for more information about the inputs for this measure.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Targets</div> <div></div> | <p>The target bands for this measure for each local government group apply only to the five-year average result, and are as follows:</p> <table><tr><th>Group</th><th>Target Band</th><th>Group</th><th>Target Band</th></tr><tr><td>Tier 1</td><td>Greater than 0%</td><td>Tier 5</td><td>Greater than -2%</td></tr><tr><td>Tier 2</td><td>Greater than 0%</td><td>Tier 6</td><td>Contextual</td></tr><tr><td>Tier 3</td><td>Greater than 0%</td><td>Tier 7</td><td>Contextual</td></tr><tr><td>Tier 4</td><td>Greater than 0%</td><td>Tier 8</td><td>Contextual</td></tr></table> | Group | Target Band | Group | Target Band | Tier 1 | Greater than 0% | Tier 5 | Greater than -2% | Tier 2 | Greater than 0% | Tier 6 | Contextual | Tier 3 | Greater than 0% | Tier 7 | Contextual | Tier 4 | Greater than 0% | Tier 8 | Contextual |
| Group | Target Band | Group | Target Band | | | | | | | | | | | | | | | | | | |
| Tier 1 | Greater than 0% | Tier 5 | Greater than -2% | | | | | | | | | | | | | | | | | | |
| Tier 2 | Greater than 0% | Tier 6 | Contextual | | | | | | | | | | | | | | | | | | |
| Tier 3 | Greater than 0% | Tier 7 | Contextual | | | | | | | | | | | | | | | | | | |
| Tier 4 | Greater than 0% | Tier 8 | Contextual | | | | | | | | | | | | | | | | | | |
| <div>Reporting</div> <div></div> | <p>This measure is required to be calculated and published by all councils.</p> <p>This measure is to be reported as both a single-year result and a five-year average result.</p> <p>To support the user’s interpretation of the council’s result for this measure, councils are required to provide a narrative identifying key drivers and contributing factors (that may or may not be beyond a council’s control).</p> <p>See Appendices B and C for example reporting formats.</p> | | | | | | | | | | | | | | | | | | | | |







4. Operating Cash Ratio

| <div>Type</div> <div></div> | Operating Performance | | | | | | | | | | | | | | | | | | | | |
|--|--|--------|-----------------|-------|-------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|--------|-----------------|
| <div>Overview</div> <div></div> | <p>The operating cash ratio is a measure of a council’s ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation, and finance costs.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Interpretation</div> <div></div> | <p>A positive operating cash ratio indicates that a council is generating surplus cash from its core operations, which suggests that council has the ability to self-fund its capital expenditure requirements.</p> <p>A negative operating cash ratio is a significant indicator of financial sustainability challenges and potential future liquidity issues as, all other things being equal, a negative result means that a council’s cash position is declining, and revenues are not offsetting the cost of core operational requirements.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Calculation</div> <div></div> | <div><div>Operating Result add Depreciation and Amortisation add Finance Costs</div><div><div></div></div><div>Total Operating Revenue</div></div> <p>See Definitions below for more information about the inputs for this measure.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Targets</div> <div></div> | <p>The target bands for this measure for each local government group apply only to the five-year average result, and are as follows:</p> <table><tr><th>Group</th><th>Target Band</th><th>Group</th><th>Target Band</th></tr><tr><td>Tier 1</td><td>Greater than 0%</td><td>Tier 5</td><td>Greater than 0%</td></tr><tr><td>Tier 2</td><td>Greater than 0%</td><td>Tier 6</td><td>Greater than 0%</td></tr><tr><td>Tier 3</td><td>Greater than 0%</td><td>Tier 7</td><td>Greater than 0%</td></tr><tr><td>Tier 4</td><td>Greater than 0%</td><td>Tier 8</td><td>Greater than 0%</td></tr></table> | Group | Target Band | Group | Target Band | Tier 1 | Greater than 0% | Tier 5 | Greater than 0% | Tier 2 | Greater than 0% | Tier 6 | Greater than 0% | Tier 3 | Greater than 0% | Tier 7 | Greater than 0% | Tier 4 | Greater than 0% | Tier 8 | Greater than 0% |
| Group | Target Band | Group | Target Band | | | | | | | | | | | | | | | | | | |
| Tier 1 | Greater than 0% | Tier 5 | Greater than 0% | | | | | | | | | | | | | | | | | | |
| Tier 2 | Greater than 0% | Tier 6 | Greater than 0% | | | | | | | | | | | | | | | | | | |
| Tier 3 | Greater than 0% | Tier 7 | Greater than 0% | | | | | | | | | | | | | | | | | | |
| Tier 4 | Greater than 0% | Tier 8 | Greater than 0% | | | | | | | | | | | | | | | | | | |
| <div>Reporting</div> <div></div> | <p>This measure is required to be calculated and published by all councils.</p> <p>This measure is to be reported as both a single-year result and a five-year average result.</p> <p>To support the user’s interpretation of the council’s result for this measure councils are required to provide a narrative identifying key drivers and contributing factors (that may or may not be beyond a council’s control).</p> <p>See Appendices B and C for example reporting formats.</p> | | | | | | | | | | | | | | | | | | | | |







5. Unrestricted Cash Expense Cover Ratio

| <div>Type</div> <div></div> | Liquidity | | | | | | | | | | | | | | | | | | | | |
|--|---|--------|-----------------------|-------|-------------|--------|-----------------------|--------|-----------------------|--------|-----------------------|--------|-----------------------|--------|-----------------------|--------|-----------------------|--------|-----------------------|--------|-----------------------|
| <div>Overview</div> <div></div> | <p>The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a council can continue operating based on current monthly expenses</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Interpretation</div> <div></div> | <p>A higher unrestricted cash expense cover ratio indicates that a council has sufficient free cash available to contribute to the cost of future planned and unplanned expenditures such as infrastructure investment or disaster recovery. An excessively high ratio may be indicative of cash hoarding, poor cash management, or large upcoming capital investment requirements.</p> <p>A low ratio suggests limited unconstrained liquidity available to council to use for capital investment or in an emergency. For councils with efficient cash management practices and strong borrowing capacity, this is not a concern. Where a council also has a negative operating cash ratio, a very low or negative unrestricted cash expense cover ratio is an indicator of potential solvency concerns.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Calculation</div> <div></div> | <div><div>(Total Cash and Equivalents add Current Investments add Available Ongoing QTC Working Capital Facility Limit less Externally Restricted Cash)</div><div><div></div><div>(Total Operating Expenditure less Depreciation and Amortisation less Finance Costs)</div></div><div>* 12</div></div> <p>See Definitions below for more information about the inputs for this measure.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Targets</div> <div></div> | <p>The target bands for this measure for each local government group apply only to the single year result, and are as follows:</p> <table><tr><th>Group</th><th>Target Band</th><th>Group</th><th>Target Band</th></tr><tr><td>Tier 1</td><td>Greater than 2 months</td><td>Tier 5</td><td>Greater than 4 months</td></tr><tr><td>Tier 2</td><td>Greater than 2 months</td><td>Tier 6</td><td>Greater than 4 months</td></tr><tr><td>Tier 3</td><td>Greater than 3 months</td><td>Tier 7</td><td>Greater than 4 months</td></tr><tr><td>Tier 4</td><td>Greater than 4 months</td><td>Tier 8</td><td>Greater than 4 months</td></tr></table> | Group | Target Band | Group | Target Band | Tier 1 | Greater than 2 months | Tier 5 | Greater than 4 months | Tier 2 | Greater than 2 months | Tier 6 | Greater than 4 months | Tier 3 | Greater than 3 months | Tier 7 | Greater than 4 months | Tier 4 | Greater than 4 months | Tier 8 | Greater than 4 months |
| Group | Target Band | Group | Target Band | | | | | | | | | | | | | | | | | | |
| Tier 1 | Greater than 2 months | Tier 5 | Greater than 4 months | | | | | | | | | | | | | | | | | | |
| Tier 2 | Greater than 2 months | Tier 6 | Greater than 4 months | | | | | | | | | | | | | | | | | | |
| Tier 3 | Greater than 3 months | Tier 7 | Greater than 4 months | | | | | | | | | | | | | | | | | | |
| Tier 4 | Greater than 4 months | Tier 8 | Greater than 4 months | | | | | | | | | | | | | | | | | | |
| <div>Reporting</div> <div></div> | <p>This measure is required to be calculated and published by all councils.</p> <p>This measure is to be reported as a single-year result only.</p> <p>To support the user’s interpretation of the council’s result for this measure, councils are required to provide a narrative identifying key drivers and contributing factors (that may or may not be beyond a council’s control).</p> <p>See Appendices B and C for example reporting formats.</p> | | | | | | | | | | | | | | | | | | | | |







6. Asset Sustainability Ratio

| <div>Type</div> <div></div> | Asset Management | | | | | | | | | | | | | | | | | | | | |
|--|--|--------|------------------|-------|-------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|
| <div>Overview</div> <div></div> | The asset sustainability ratio approximates the extent to which the infrastructure assets (see Definitions) managed by a council are being replaced as they reach the end of their useful lives. | | | | | | | | | | | | | | | | | | | | |
| <div>Interpretation</div> <div></div> | <p>An asset sustainability ratio close to 100% suggests that a council is spending enough on the renewal of its assets to compensate for the deterioration in its asset base as loosely proxied by its reported depreciation, with outcomes too far below this level being potentially indicative of underspending against capital replacement requirements.</p> <p>However, as this measure uses depreciation in lieu of more rigorous asset planning data, it does not account for councils with large investments in new capital assets such as those with strongly growing population bases. In these instances, a lower asset sustainability ratio is not of concern provided a council is meeting the capital needs of its current and future community.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Calculation</div> <div></div> | <div>Capital Expenditure on Replacement of Infrastructure Assets (Renewals)</div> <div>Depreciation Expenditure on Infrastructure Assets</div> <p>See Definitions below for more information about the inputs for this measure.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Targets</div> <div></div> | <p>The target bands for this measure for each local government group apply only to the five-year average result, and are as follows:</p> <table><tr><th>Group</th><th>Target Band</th><th>Group</th><th>Target Band</th></tr><tr><td>Tier 1</td><td>Greater than 50%</td><td>Tier 5</td><td>Greater than 90%</td></tr><tr><td>Tier 2</td><td>Greater than 60%</td><td>Tier 6</td><td>Greater than 90%</td></tr><tr><td>Tier 3</td><td>Greater than 80%</td><td>Tier 7</td><td>Greater than 90%</td></tr><tr><td>Tier 4</td><td>Greater than 80%</td><td>Tier 8</td><td>Greater than 90%</td></tr></table> | Group | Target Band | Group | Target Band | Tier 1 | Greater than 50% | Tier 5 | Greater than 90% | Tier 2 | Greater than 60% | Tier 6 | Greater than 90% | Tier 3 | Greater than 80% | Tier 7 | Greater than 90% | Tier 4 | Greater than 80% | Tier 8 | Greater than 90% |
| Group | Target Band | Group | Target Band | | | | | | | | | | | | | | | | | | |
| Tier 1 | Greater than 50% | Tier 5 | Greater than 90% | | | | | | | | | | | | | | | | | | |
| Tier 2 | Greater than 60% | Tier 6 | Greater than 90% | | | | | | | | | | | | | | | | | | |
| Tier 3 | Greater than 80% | Tier 7 | Greater than 90% | | | | | | | | | | | | | | | | | | |
| Tier 4 | Greater than 80% | Tier 8 | Greater than 90% | | | | | | | | | | | | | | | | | | |
| <div>Reporting</div> <div></div> | <p>This measure is required to be calculated and published by all councils.</p> <p>This measure is to be reported as both a single-year result and a five-year average result.</p> <p>To support the user’s interpretation of the council’s result for this measure councils are required to provide a narrative identifying key drivers and contributing factors (that may or may not be beyond a council’s control).</p> <p>See Appendices B and C for example reporting formats.</p> | | | | | | | | | | | | | | | | | | | | |







7. Asset Consumption Ratio

| <div>Type</div> <div></div> | Asset Management | | | | | | | | | | | | | | | | | | | | |
|--|---|--------|------------------|-------|-------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|
| <div>Overview</div> <div></div> | The asset consumption ratio approximates the extent to which council’s infrastructure assets (see Definitions) have been consumed compared to what it would cost to build a new asset with the same benefit to the community. | | | | | | | | | | | | | | | | | | | | |
| <div>Interpretation</div> <div></div> | <p>The minimum target of 60% indicates that a council’s assets are being broadly consumed in line with their estimated useful lives.</p> <p>Councils with lower than target ratio will need to invest more in those assets (in terms of replacement or maintenance) to ensure they are maintained at a standard that will meet the needs of their communities. On the other hand, if the ratio is much higher than the target ratio, councils may need to revisit their asset management plans to assess their current service levels or whether their estimates of the assets’ useful lives are appropriate.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Calculation</div> <div></div> | <div><div>Written Down Replacement</div><div>Cost of Depreciable Infrastructure Assets</div><div></div><div>Current Replacement</div><div>Cost of Depreciable Infrastructure Assets</div></div> <p>See Definitions below for more information about the inputs for this measure.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Targets</div> <div></div> | <p>The target bands for this measure for each local government group apply only to the five-year average result, and are as follows:</p> <table><tr><th>Group</th><th>Target Band</th><th>Group</th><th>Target Band</th></tr><tr><td>Tier 1</td><td>Greater than 60%</td><td>Tier 5</td><td>Greater than 60%</td></tr><tr><td>Tier 2</td><td>Greater than 60%</td><td>Tier 6</td><td>Greater than 60%</td></tr><tr><td>Tier 3</td><td>Greater than 60%</td><td>Tier 7</td><td>Greater than 60%</td></tr><tr><td>Tier 4</td><td>Greater than 60%</td><td>Tier 8</td><td>Greater than 60%</td></tr></table> | Group | Target Band | Group | Target Band | Tier 1 | Greater than 60% | Tier 5 | Greater than 60% | Tier 2 | Greater than 60% | Tier 6 | Greater than 60% | Tier 3 | Greater than 60% | Tier 7 | Greater than 60% | Tier 4 | Greater than 60% | Tier 8 | Greater than 60% |
| Group | Target Band | Group | Target Band | | | | | | | | | | | | | | | | | | |
| Tier 1 | Greater than 60% | Tier 5 | Greater than 60% | | | | | | | | | | | | | | | | | | |
| Tier 2 | Greater than 60% | Tier 6 | Greater than 60% | | | | | | | | | | | | | | | | | | |
| Tier 3 | Greater than 60% | Tier 7 | Greater than 60% | | | | | | | | | | | | | | | | | | |
| Tier 4 | Greater than 60% | Tier 8 | Greater than 60% | | | | | | | | | | | | | | | | | | |
| <div>Reporting</div> <div></div> | <p>This measure is required to be calculated and published by all councils.</p> <p>This measure is to be reported as both a single-year result and a five-year average result.</p> <p>To support the user’s interpretation of the council’s result for this measure councils are required to provide a narrative identifying key drivers and contributing factors (that may or may not be beyond a council’s control).</p> <p>See Appendices B and C for example reporting formats.</p> | | | | | | | | | | | | | | | | | | | | |

8. Asset Renewal Funding Ratio

| <div>Type</div> <div></div> | Asset Management | | | | | | | | | | | | | | | | | | | | |
|--|---|--------|----------------------|-------|----------------------|--------|--------------------|--------|--------------------|--------|--------------------|--------|--------------------|--------|--------------------|--------|--------------------|--------|--------------------|--------|--------------------|
| <div>Overview</div> <div></div> | The asset renewal funding ratio measures the ability of a council to fund its projected infrastructure asset renewal/replacements in the future. | | | | | | | | | | | | | | | | | | | | |
| <div>Interpretation</div> <div></div> | <p>Ideally, the asset renewal funding ratio should be as close to 100% as possible, as this indicates that a council is appropriately funding and delivering the entirety of its required capital program as outlined by its asset management plans.</p> <p>A ratio that is too far in excess of 100% indicates capital spending above and beyond what is proposed by a council’s asset management plans. A ratio that is too far below 100% may indicate an underfunded capital program and therefore a potentially increasing infrastructure backlog and asset failures. Either scenario suggests a mismatch between a council’s capital requirements and forecast capital program, whether due to poor planning and/or limited resources or skills to deliver the assets required by the community.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Calculation</div> <div></div> | <div><div>Total of Planned Capital Expenditure on Infrastructure Asset Renewals over 10 years</div><div><div></div><div>Total of Required Capital Expenditure on Infrastructure Asset Renewals over 10 years</div></div></div> <p>See Definitions below for more information about the inputs for this measure.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Targets</div> <div></div> | As the asset renewal ratio is a contextual measure, there are no targets specified for this ratio. | | | | | | | | | | | | | | | | | | | | |
| <div>Reporting</div> <div></div> | <p>This measure is required to be calculated and published by all councils on a single-year basis. The transition period for this measure for each local government group are as follows:</p> <table><tr><th>Group</th><th>Transition Timeframe</th><th>Group</th><th>Transition Timeframe</th></tr><tr><td>Tier 1</td><td>Commencing 2023-24</td><td>Tier 5</td><td>Commencing 2026-27</td></tr><tr><td>Tier 2</td><td>Commencing 2023-24</td><td>Tier 6</td><td>Commencing 2026-27</td></tr><tr><td>Tier 3</td><td>Commencing 2024-25</td><td>Tier 7</td><td>Commencing 2027-28</td></tr><tr><td>Tier 4</td><td>Commencing 2025-26</td><td>Tier 8</td><td>Commencing 2027-28</td></tr></table> <p>To support the user’s interpretation of the council’s result for this measure councils are required to provide a narrative identifying key drivers and contributing factors (that may or may not be beyond a council’s control).</p> <p>See Appendices B and C for example reporting formats.</p> | Group | Transition Timeframe | Group | Transition Timeframe | Tier 1 | Commencing 2023-24 | Tier 5 | Commencing 2026-27 | Tier 2 | Commencing 2023-24 | Tier 6 | Commencing 2026-27 | Tier 3 | Commencing 2024-25 | Tier 7 | Commencing 2027-28 | Tier 4 | Commencing 2025-26 | Tier 8 | Commencing 2027-28 |
| Group | Transition Timeframe | Group | Transition Timeframe | | | | | | | | | | | | | | | | | | |
| Tier 1 | Commencing 2023-24 | Tier 5 | Commencing 2026-27 | | | | | | | | | | | | | | | | | | |
| Tier 2 | Commencing 2023-24 | Tier 6 | Commencing 2026-27 | | | | | | | | | | | | | | | | | | |
| Tier 3 | Commencing 2024-25 | Tier 7 | Commencing 2027-28 | | | | | | | | | | | | | | | | | | |
| Tier 4 | Commencing 2025-26 | Tier 8 | Commencing 2027-28 | | | | | | | | | | | | | | | | | | |

9. Leverage Ratio

| <div>Type</div> <div></div> | Debt Servicing Capacity | | | | | | | | | | | | | | | | | | | | |
|--|--|--------|-------------|-------|-------------|--------|-------------|--------|-------------|--------|-------------|--------|-------------|--------|-------------|--------|-------------|--------|-------------|--------|-------------|
| <div>Overview</div> <div></div> | <p>The leverage ratio is an indicator of a council’s ability to repay its existing debt. It measures the relative size of the council’s debt to its operating performance.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Interpretation</div> <div></div> | <p>A higher leverage ratio indicates an increasingly limited capacity to support additional borrowings due to already high debt levels and/or decreasing operational performance, while a lower ratio indicates the opposite.</p> <p>Note: Council borrowings are assessed and approved through a separate process coordinated jointly by the Department and QTC, which takes multiple factors and metrics into consideration.</p> <p>A lower leverage ratio is not itself a guarantee that further debt will be approved for a council, while councils with higher leverage ratios are not necessarily precluded from having additional borrowings approved due to other mitigating circumstances.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Calculation</div> <div></div> | <div>Book Value of Debt</div> <div><hr/></div> <div>Operating Results add Depreciation and Amortisation and Finance Costs</div> <p>See Definitions below for more information about the inputs for this measure.</p> | | | | | | | | | | | | | | | | | | | | |
| <div>Targets</div> <div></div> | <p>The target bands for this measure for each local government group apply to the five-year average result, and are as follows:</p> <table><tr><th>Group</th><th>Target Band</th><th>Group</th><th>Target Band</th></tr><tr><td>Tier 1</td><td>0 – 5 times</td><td>Tier 5</td><td>0 – 3 times</td></tr><tr><td>Tier 2</td><td>0 – 4 times</td><td>Tier 6</td><td>0 – 3 times</td></tr><tr><td>Tier 3</td><td>0 – 3 times</td><td>Tier 7</td><td>0 – 3 times</td></tr><tr><td>Tier 4</td><td>0 – 3 times</td><td>Tier 8</td><td>0 – 3 times</td></tr></table> | Group | Target Band | Group | Target Band | Tier 1 | 0 – 5 times | Tier 5 | 0 – 3 times | Tier 2 | 0 – 4 times | Tier 6 | 0 – 3 times | Tier 3 | 0 – 3 times | Tier 7 | 0 – 3 times | Tier 4 | 0 – 3 times | Tier 8 | 0 – 3 times |
| Group | Target Band | Group | Target Band | | | | | | | | | | | | | | | | | | |
| Tier 1 | 0 – 5 times | Tier 5 | 0 – 3 times | | | | | | | | | | | | | | | | | | |
| Tier 2 | 0 – 4 times | Tier 6 | 0 – 3 times | | | | | | | | | | | | | | | | | | |
| Tier 3 | 0 – 3 times | Tier 7 | 0 – 3 times | | | | | | | | | | | | | | | | | | |
| Tier 4 | 0 – 3 times | Tier 8 | 0 – 3 times | | | | | | | | | | | | | | | | | | |
| <div>Reporting</div> <div></div> | <p>This measure is required to be calculated and published by all councils with debt as of 30 June of the reporting year. It is not required for councils that have no debt at that date. Councils that repay the entirety of their debt within the reporting period are also not required to report this measure for the financial year however will still need to calculate and publish the five-year average result. Councils which have held no QTC debt or other loans during the preceding five financial years are not required to report this measure.</p> <p>This measure is to be reported as both a single-year result and a five-year average result.</p> <p>To support the user’s interpretation of the council’s result for this measure councils are required to provide a narrative identifying key drivers and contributing factors (that may or may not be beyond a council’s control).</p> <p>See Appendices B and C for example reporting formats.</p> | | | | | | | | | | | | | | | | | | | | |

Definitions

All inputs for each measure should be taken directly from the council's audited general purpose financial statements and associated notes. A summary of measure inputs and their associated definitions can be found in the table below:

| Term | Definition |
|--|--|
| Available Ongoing QTC Working Capital Facility Limit | The unused balance of an approved ongoing QTC Working Capital Facility (WCF) as at the reporting date. For example, if the total limit of WCF is \$10 million and the council has drawn down \$2 million, the available limit is \$8 million. |
| Book Value of Debt | The book value of the council's debt (QTC or other loans) as at the reporting date (i.e., 30 June). |
| Capital Expenditure on Replacement of Infrastructure Assets (Renewals) | Expenditure on an existing infrastructure asset to return the service potential or the life of the asset up to that it had originally. |
| Current Investments | An investment that has a maturity of 12 months or less (such as term deposits or other interest-earning investment/deposits), or an investment that council intends to convert into cash within 12 months from the time the investment was made. |
| Current Replacement Cost | The amount of money required to replace an existing asset with an equally valued or similar asset at the current market price. |
| Depreciation and Amortisation | The systematic allocation of the depreciable amount (gross value less estimated residual value) of an asset over its useful life. Depreciation should be calculated in accordance with the Australian Accounting Standards on council assets except any right-of-use-assets. |
| Externally Restricted Cash | A local government's cash that is subject to restrictions or conditions by a third party which govern the use of these funds for general purposes. This does not include internal reserves of a council which can be accessed by a council resolution. |
| Fees and Charges | All statutory fees and charges levied by a local government including charges for services provided by local governments, such as building application, development, town planning and property connection fees, licences, permits and parking fees, infringements, refuse fees, and other adhoc fees and charges. |
| Finance Costs | Finance costs only includes interest charged on a local government's existing QTC's debt balances and any other council loans. Any other items included in this line item of your financial statements should be excluded. |
| Infrastructure Assets | Those significant, enduring assets that facilitate ratepayers' access to social and economic facilities and services. These assets do not include land, plant and equipment, cultural and heritage assets, furniture and fittings, and intangible assets. |
| Net Rates, Levies and Charges | Rates, levies, and annual charges levied by a local government less discounts and concessions. |
| Operating Result | Total operating revenue less total operating expenditure. |
| Planned Capital Expenditure on Infrastructure Asset Renewals | The total of all capital expenditures on infrastructure renewals in the forecast period included in the 10-year financial model. |
| Previous Year Estimated Population | The estimated population for the year previous to Prior Years Estimated Population (see below) for a local government area. |

| | |
|---|---|
| Prior Year Estimated Population | The prior year's estimated population (relative to the reporting date) for a local government area i.e., for FY2022-23 this will be the FY2021-22 population figure. |
| Required Capital Expenditure on Infrastructure Asset Renewals | The total of all required capital expenditures on infrastructure renewals in the forecast period as indicated in the asset management plans or asset forecasts. |
| Total Cash and Equivalents | A local government's cash and cash equivalents which are short-term or are at call in nature. Council should refer to Australian Accounting Standards 107 for guidance on what should be included in cash and cash equivalents. |
| Total Operating Expenditure | All council expenses minus capital items such as: <ul style="list-style-type: none"> » losses on disposal of assets, and » impairment losses » depreciation on right of use assets » interest on finance leases associated with right of use assets » other capital expenditure items as identified by the council |
| Total Operating Revenue | All council income minus capital items such as: <ul style="list-style-type: none"> » capital grants, subsidies, contributions, and donations » gains on disposal of assets » other capital revenue items as identified by the council |
| Written Down Replacement Cost | An asset's current replacement cost less accumulated depreciation. |

Appendix A: Sustainability Groupings of Councils

| | | | |
|------------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Tier 1 | | | |
| Brisbane City Council | | | |
| Tier 2 | | | |
| Cairns Regional Council | Ipswich City Council | Moreton Bay Regional Council | Toowoomba Regional Council |
| Fraser Coast Regional Council | Logan City Council | Redland City Council | Townsville City Council |
| Gold Coast City Council | Mackay Regional Council | Sunshine Coast Regional Council | |
| Tier 3 | | | |
| Bundaberg Regional Council | Gympie Regional Council | Noosa Shire Council | Scenic Rim Regional Council |
| Gladstone Regional Council | Lockyer Valley Regional Council | Rockhampton Regional Council | |
| Tier 4 | | | |
| Cassowary Coast Regional Council | Livingstone Shire Council | South Burnett Regional Council | Western Downs Regional Council |
| Central Highlands Regional Council | Mareeba Shire Council | Southern Downs Regional Council | Whitsunday Regional Council |
| Isaac Regional Council | Somerset Regional Council | Tablelands Regional Council | |
| Tier 5 | | | |
| Banana Shire Council | Douglas Shire Council | Hinchinbrook Shire Council | Mount Isa City Council |
| Burdekin Shire Council | Goondiwindi Regional Council | Maranoa Regional Council | North Burnett Regional Council |
| Charters Towers Regional Council | | | |

| | | | | |
|------------------------------------|---|--|---------------------------------------|--|
| Tier 6 | | | | |
| Balonne Shire Council | Cloncurry Shire Council | Longreach Regional Council | Torres Shire Council | |
| Barcaldine Regional Council | Cook Shire Council | Murweh Shire Council | | |
| Tier 7 | | | | |
| Barcoo Shire Council | Burke Shire Council | Etheridge Shire Council | Quilpie Shire Council | |
| Blackall-Tambo Regional Council | Carpentaria Shire Council | Flinders Shire Council | Richmond Shire Council | |
| Boulia Shire Council | Croydon Shire Council | McKinlay Shire Council | Winton Shire Council | |
| Bulloo Shire Council | Diamantina Shire Council | Paroo Shire Council | | |
| Tier 8 | | | | |
| Aurukun Shire Council | Kowanyama Aboriginal Shire Council | Napranum Aboriginal Shire Council | Torres Strait Island Regional Council | |
| Cherbourg Aboriginal Shire Council | Lockhart River Aboriginal Shire Council | Northern Peninsula Area Regional Council | Woorabinda Aboriginal Shire Council | |
| Doomadgee Aboriginal Shire Council | Mapoon Aboriginal Shire Council | Palm Island Aboriginal Shire Council | Wujal Wujal Aboriginal Shire Council | |
| Hope Vale Aboriginal Shire Council | Mornington Shire Council | Pormpuraaw Aboriginal Shire Council | Yarrabah Aboriginal Shire Council | |

Appendix B: Example Current-Year Sustainability Statement Format

| Type | Measure | Target (Tier X) | Actual | | Actual | | Council Narrative |
|----------------------------|--|-----------------------------|-----------------|-------------------|-----------------|-------------------|-------------------|
| | | | Current Year | 5-Year Average | Current Year | 5-Year Average | |
| Operating Performance | Operating Surplus Ratio | Greater than X% (or N/A) | XX.X% | XX.X% | XX.X% | XX.X% | |
| | Operating Cash Ratio | Greater than X% | XX.X% | XX.X% | XX.X% | XX.X% | |
| Liquidity | Unrestricted Cash Expense Cover Ratio | Greater than X months | X.X months | N/A | X.X months | N/A | |
| Asset Management | Asset Sustainability Ratio | Greater than XX% | XX.X% | XX.X% | XX.X% | XX.X% | |
| | Asset Consumption Ratio | Greater than XX% | XX.X% | XX.X% | XX.X% | XX.X% | |
| Debt Servicing Capacity | Leverage Ratio** | 0 to X times (or N/A) | X.X times | X.X times | X.X times | X.X times | |

**** The Leverage Ratio is not required to be reported if a council has not held any QTC or other debt within the last five financial years.**

Appendix B: Example Current-Year Sustainability Statement Format for Contextual Ratios

| Type | Measure | Target (Tier X) | Actual Current Year | 5-Year Average | Actual Current Year | 5-Year Average | Council Narrative |
|------|---------|--------------------|---------------------------|-------------------|---------------------------|-------------------|-------------------|
| | | | Council | | Consolidated | | |

| | | | | | | | |
|-----------------------|---------------------------------|-----|-------|-------|-------|-------|--|
| Financial Capacity | Council-Controlled Revenue* | N/A | XX.X% | XX.X% | XX.X% | XX.X% | |
| | Population Growth* | N/A | X.X% | X.X% | X.X% | X.X% | |
| Asset Management | Asset Renewal Funding Ratio* | N/A | XX.X% | N/A | XX.X% | N/A | |

* The Council-Controlled Revenue, Population Growth, and Asset Renewal Funding Ratio measures are reported for contextual purposes only and are not audited by the QAO.

Appendix C: Example Long-Term Sustainability Statement Format
Council (and Consolidated if applicable)

| Type | Measure | Target (Tier X) | Actuals | | | | | | | | | |
|----------------------------|--|--------------------------------|--------------------------|--|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | | as at 30 June 20XX | 30 June 20XX | 30 June 20XX | 30 June 20XX | 30 June 20XX | 30 June 20XX | 30 June 20XX | 30 June 20XX | 30 June 20XX | 30 June 20XX |
| Financial Capacity | Council-Controlled Revenue* | N/A | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% |
| | Population Growth* | N/A | X.X% | X.X% | X.X% | X.X% | X.X% | X.X% | X.X% | X.X% | X.X% | X.X% |
| Operating Performance | Operating Surplus Ratio | Greater than X% (or N/A) | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% |
| | Operating Cash Ratio | Greater than X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% |
| Liquidity | Unrestricted Cash Expense Cover Ratio | N/A | XX months | N/A for long-term sustainability statement | | | | | | | | |
| Asset Management | Asset Sustainability Ratio | Greater than XX% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% |
| | Asset Consumption Ratio | Greater than XX% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% | XX.X% |
| | Asset Renewal Funding Ratio* | N/A | XX.X% | N/A for long-term sustainability statement | | | | | | | | |
| Debt Servicing Capacity | Leverage Ratio** | 0 to X times (or N/A) | XX times | XX times | XX times | XX times | XX times | X.X times | XX times | XX times | XX times | XX times |

* The Council-Controlled Revenue, Population Growth, and Asset Renewal Funding Ratio measures are reported for contextual purposes only and are not audited by the QAO.
** The Leverage Ratio is not required to be reported if a council has not held any QTC or other debt within the last five financial year.

Carpentaria Shire Council
Statement of Comprehensive Income
for the period ended 31 March 2024

| | Actual 31-Mar-24 | Budget 30-Jun-24 | % Variance 75.00% |
|--|---------------------|---------------------|----------------------|
| Income | | | |
| Revenue | | | |
| Operating revenue | | | |
| Net rates, levies and charges | 8,562,872 | 8,918,000 | 96.02% |
| Fees and charges | 674,782 | 568,000 | 118.80% |
| Rental income | 446,317 | 450,000 | 99.18% |
| Interest received | 1,185,901 | 300,000 | 395.30% |
| Sales revenue | 4,461,704 | 14,665,000 | 30.42% |
| Other income | 2,171 | 8,000 | 27.14% |
| Grants, subsidies, contributions and donations | 25,095,017 | 42,450,000 | 59.12% |
| Total operating revenue | 40,428,764 | 67,359,000 | 57.91% |
| Capital revenue | | | |
| Grants, subsidies, contributions and donations | 10,535,560 | 50,356,000 | 20.92% |
| Total revenue | 50,964,324 | 117,715,000 | 44.87% |
| Capital income | | | |
| Total Capital Income | - | - | 0.00% |
| Total income | 50,964,324 | 117,715,000 | 44.87% |
| Expenses | | | |
| Operating expenses | | | |
| Employee benefits | 7,058,912 | 11,283,000 | 62.56% |
| Materials and services | 37,255,324 | 51,825,000 | 71.89% |
| Finance costs | 241,987 | 320,000 | 75.62% |
| Depreciation and amortisation | 8,556,600 | 10,261,000 | 83.39% |
| Total operating expenses | 53,112,823 | 73,689,000 | 72.08% |
| Capital expenses | | | |
| Total Capital expenses | - | - | 0.00% |
| Total expenses | 53,112,823 | 73,689,000 | 72.08% |
| Net result | (2,148,499) | 44,026,000 | -4.88% |
| Operating result | | | |
| Operating revenue | 40,428,764 | 67,359,000 | |
| Operating expenses | 53,112,823 | 73,689,000 | |
| Operating result | (12,684,059) | (6,330,000) | 200.38% |

Statement of Financial Position

as at 31 March 2024

| | Actual 29-Feb-24 | Budget 30-Jun-24 |
|--------------------------------|---------------------|---------------------|
| Assets | | |
| Current assets | | |
| Cash and cash equivalents | 30,928,530 | 25,221,000 |
| Trade and other receivables | 1,484,855 | 6,679,000 |
| Inventories | 1,248,628 | 1,218,000 |
| Contract Assets | 12,375,191 | 5,690,000 |
| ATO Receivables | - | 508,000 |
| Total current assets | 46,037,204 | 39,316,000 |
| Non-current assets | | |
| Trade and other receivables | 25,522 | 91,000 |
| Property, plant & equipment | 328,182,760 | 349,385,000 |
| Total non-current assets | 328,208,282 | 349,476,000 |
| Total assets | 374,245,486 | 388,792,000 |
| Liabilities | | |
| Current liabilities | | |
| Trade and other payables | 344,039 | 2,414,000 |
| Contract Liabilities | 22,987,440 | 17,070,000 |
| Borrowings | 526,632 | 572,000 |
| ATO Receivables | 357,833 | - |
| Provisions | 1,364,149 | 1,371,000 |
| Total current liabilities | 25,222,259 | 21,427,000 |
| Non-current liabilities | | |
| Borrowings | 5,513,883 | 5,398,000 |
| Provisions | 1,025,246 | 1,127,000 |
| Total non-current liabilities | 6,539,129 | 6,525,000 |
| Total liabilities | 31,761,388 | 27,952,000 |
| Net community assets | 342,484,097 | 360,840,000 |
| Community equity | | |
| Asset revaluation surplus | 229,432,845 | 189,438,000 |
| Retained surplus | 113,051,252 | 171,402,000 |
| Total community equity | 342,484,097 | 360,840,000 |

Statement of Cash Flows
for the period ended 31 March 2024

Actual
31-Mar-24 **Budget**
30-Jun-24

Statement of Cash Flows

Cash flows from operating activities

| | | |
|--|---------------------|------------------|
| Receipts from customers | 8,996,818 | 23,708,000 |
| Payments to suppliers and employees | (50,943,872) | (63,208,000) |
| Interest received | 1,185,901 | 300,000 |
| Rental income | 446,317 | 450,000 |
| Non-capital grants and contributions | 25,095,017 | 42,450,000 |
| Borrowing costs | (241,987) | (299,000) |
| Net cash inflow from operating activities | (15,461,807) | 3,401,000 |

Cash flows from investing activities

| | | |
|--|------------------|--------------------|
| Payments for property, plant and equipment | (11,159,381) | (57,307,000) |
| Grants, subsidies, contributions and donations | 10,535,560 | 50,356,000 |
| Net cash inflow from investing activities | (623,821) | (6,951,000) |

Cash flows from financing activities

| | | |
|--|------------------|------------------|
| Net cash inflow from financing activities | (402,203) | (543,000) |
|--|------------------|------------------|

Total cash flows

| | | |
|--|---------------------|--------------------|
| Net increase in cash and cash equivalent held | (16,487,831) | (4,093,000) |
| Opening cash and cash equivalents | 47,416,360 | 29,314,000 |
| Closing cash and cash equivalents | 30,928,530 | 25,221,000 |



Statement of Comprehensive Income by Category
for the period ended 31 March 2024

| | Core \$ | QRA \$ | Non-Core \$ | Total \$ | Budget \$ |
|--|--------------|--------------|----------------|--------------|--------------|
| Income | | | | | |
| Revenue | | | | | |
| Recurrent revenue | | | | | |
| Rates, levies and charges | 8,562,872 | - | - | 8,562,872 | 8,918,000 |
| Fees and charges | 474,295 | - | 200,487 | 674,782 | 568,000 |
| Rental income | 126,187 | - | 320,130 | 446,317 | 450,000 |
| Interest received | 1,185,901 | - | - | 1,185,901 | 300,000 |
| Sales revenue | 4,350,920 | - | 110,784 | 4,461,704 | 14,665,000 |
| Other income | 2,171 | - | - | 2,171 | 8,000 |
| Grants, subsidies, contributions and donations | 1,526,430 | 23,336,997 | 231,590 | 25,095,017 | 42,450,000 |
| | 16,228,776 | 23,336,997 | 862,991 | 40,428,764 | 67,359,000 |
| Capital revenue | | | | | |
| Grants, subsidies, contributions and donations | 7,565,599 | 2,969,961 | - | 10,535,560 | 50,356,000 |
| Total revenue | 23,794,375 | 26,306,958 | 862,991 | 50,964,324 | 117,715,000 |
| Capital income | - | - | - | - | - |
| Total income | 23,794,375 | 26,306,958 | 862,991 | 50,964,324 | 117,715,000 |
| Expenses | | | | | |
| Recurrent expenses | | | | | |
| Employee benefits | (5,685,450) | (650,020) | (723,442) | (7,058,912) | (11,283,000) |
| Materials and services | (13,481,897) | (22,686,977) | (1,086,450) | (37,255,324) | (51,825,000) |
| Finance costs | (241,987) | - | - | (241,987) | (320,000) |
| Depreciation | (7,781,858) | - | (774,742) | (8,556,600) | (10,261,000) |
| | (27,191,192) | (23,336,997) | (2,584,634) | (53,112,823) | (73,689,000) |
| Capital expenses | - | - | - | - | - |
| Total expenses | (27,191,192) | (23,336,997) | (2,584,634) | (53,112,823) | (73,689,000) |
| Net result | (3,396,817) | 2,969,961 | (1,721,643) | (2,148,499) | 44,026,000 |
| Other comprehensive income | | | | | |
| Items that will not be reclassified to net result | | | | | |
| Increase / (decrease) in asset revaluation surplus | - | - | - | - | - |
| Total other comprehensive income for the year | - | - | - | - | - |
| Total comprehensive income for the year | (3,396,817) | 2,969,961 | (1,721,643) | (2,148,499) | 44,026,000 |

Non Core activities include Les Wilson Barra Discovery Centre, Hatchery, Barra Bites, Child Care, Gym, Staff Housing and Penisoner Housing



Accounts Summary

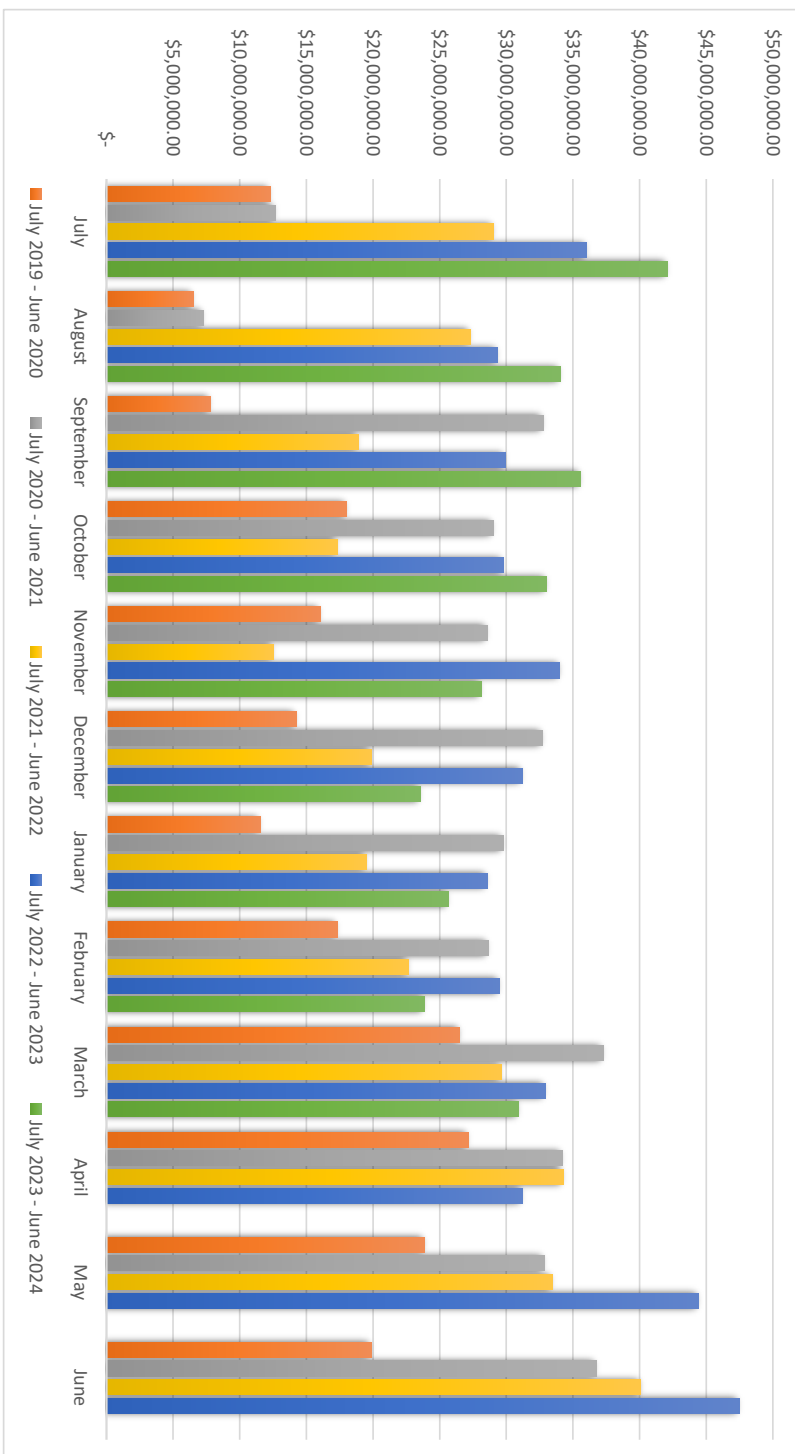
| | 31 March 2024 \$ | 29 February 2024 \$ |
|---|---------------------|------------------------|
| General Accounts | | |
| Westpac General Operating Accounts | 861,723 | 518,973 |
| QTC General Fund | 22,007,570 | 15,279,818 |
| QTC Reserves Fund | 8,056,338 | 8,056,338 |
| Total balance held in banks (excl Reserves) | 30,925,630 | 23,855,130 |
| Other Balances | | |
| QTC Reserves Fund | 8,056,338 | 8,056,338 |
| CSC Provisions | 2,389,395 | 2,443,433 |
| Net of Contract Assets and Liabilities | 10,612,249 | 6,234,904 |
| Total balance reserves, provisions and contract liabilities | 21,057,982 | 16,734,675 |
| Net Council Position before QTC Borrowings | 9,867,649 | 7,120,454 |
| QTC Borrowings | | |
| Karumba Sewerage | 1,357,716 | 1,416,384 |
| Normanton Water Upgrade | 769,313 | 799,233 |
| Glenore Weir | 3,913,486 | 4,010,415 |
| Total balance QTC borrowings | 6,040,515 | 6,226,032 |
| Net Council Position after Borrowings | 3,827,134 | 894,422 |
| Externally Restricted Cash | | |
| Capital Grants | 2,064,070 | |
| Operating Grants | 13,929,695 | |
| Total Externally Restricted Cash | 15,993,765 | 0 |
| RESERVES | | |
| Cashed Back Reserves Accounts | | |
| QTC Sewerage Reserve | 477,745 | 477,745 |
| QTC Airport Reserve | 132,275 | 132,275 |
| QTC Water Supply Reserve | 716,313 | 716,313 |
| QTC Land Development Reserve | 12,453 | 12,453 |
| QTC Plant Replacement Reserve | 2,693,104 | 2,693,104 |
| QTC Future Capital Grants | 1,389,164 | 1,389,164 |
| QTC Road Reseals Reserve | 2,579,517 | 2,579,517 |
| QTC Disaster Relief Reserve | 55,767 | 55,767 |
| Total Reserves held in QTC | 8,056,338 | 7,528,458 |
| <i>*QTC Road Reseals Reserve was previously QTC Sustainability Account of 1,150,000 as per Council Resolution</i> | | |
| TRUST | | |
| Trust Accounts | | |
| Queensland Treasury Corporation | 91,378 | 91,378 |
| Westpac Bank | 39,949 | 39,949 |
| Total balance held in trust | 131,327 | 131,327 |

Carpentaria Shire Council
Sustainability Ratios
as at 31 March 2024

| Type | Measure | Overview | Target (Tier 7) | Actual YTD | Council Narrative |
|-------------------------|---------------------------------------|---|---------------------------------|------------|--|
| Operating Performance | Operating Surplus Ratio | The operating surplus is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes. | Greater than 0% | -31.37% | Operating deficit of \$12m is attributable to the low revenue generated with Council Sales |
| | Operating Cash Ratio | The operating cash ratio is a measure of a council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation, and finance costs. | Greater than 0% | -9.61% | Unfavourable ratio is a result of low revenue in Council Sales and Recoverable Works |
| Liquidity | Unrestricted Cash Expense Cover Ratio | The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a council to meet ongoing an emergent financial demands, which is a key component to solvency. It represents the number of months a council can continue operating based on current monthly expenses. | Greater than 4 months | 4.04 | Council had met the target |
| Asset Management | Asset Sustainability Ratio | The asset sustainability ratio approximates the extent to which the infrastructure assets managed by a council are being replaced as they reach the end of their useful lives. | Greater than 90% | - | Insufficient data available as of reporting date. |
| | Asset Consumption Ratio | The asset consumption ratio approximates the extent to which council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community. | Greater than 60% | - | Insufficient data available as of reporting date. |
| Debt Servicing Capacity | Leverage Ratio | The leverage ratio is an indicator of a council's ability to repay its existing debt. It measures the relative size of the council's debt to its operating performance | 0 - 3 times | -1.55 | This is expected to increase once claims are made for TMR recoverable works |
| Financial Capacity | Council-Controlled Revenue | Council controlled revenue is an indicator of a council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks. | No target as contextual measure | 22.85% | |
| | Population Growth | Population growth is a key driver of a council's operating income, service needs, and infrastructure requirements into the future. | No target as contextual measure | 0.60% | The latest population estimates available on the Queensland Government Statistician's Office was published on the 1st September 2023 |

CASH

| Cash | July | August | September | October | November | December | January | February | March | April | May | June |
|------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 2020 | \$12,280,567.00 | \$6,538,396.00 | \$7,802,385.00 | \$17,986,246.00 | \$16,045,726.00 | \$14,253,941.00 | \$11,534,551.00 | \$17,310,350.00 | \$26,505,321.00 | \$27,149,119.00 | \$23,891,105.00 | \$19,895,041.00 |
| 2021 | \$12,668,763.00 | \$7,267,828.00 | \$32,799,197.00 | \$29,061,031.00 | \$28,569,461.00 | \$32,701,782.00 | \$29,755,429.00 | \$28,656,349.42 | \$37,318,356.00 | \$34,226,338.00 | \$32,854,549.00 | \$36,769,988.00 |
| 2022 | \$29,066,133.00 | \$27,305,252.00 | \$18,876,147.00 | \$17,306,164.00 | \$12,501,484.00 | \$19,906,129.00 | \$19,521,847.00 | \$22,627,835.00 | \$29,625,892.00 | \$34,300,881.00 | \$33,474,702.00 | \$40,097,628.00 |
| 2023 | \$36,016,895.12 | \$29,324,952.00 | \$29,916,342.00 | \$29,764,622.00 | \$34,019,634.00 | \$31,208,774.91 | \$28,614,115.00 | \$29,516,827.00 | \$32,925,760.00 | \$31,205,087.00 | \$44,404,416.00 | \$47,514,968.00 |
| 2024 | \$42,100,294.74 | \$34,068,431.00 | \$35,589,540.00 | \$32,999,885.49 | \$28,118,105.00 | \$23,538,245.00 | \$25,679,602.00 | \$23,858,330.00 | \$30,928,530.00 | | | |



Rates and Service Charges Receivables Report 31 March 2024

Number of Assessments

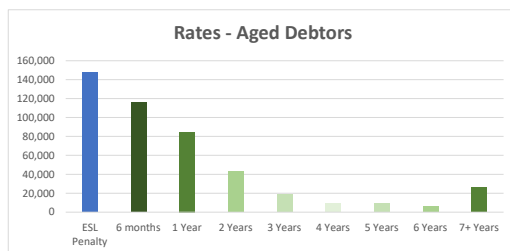
| | | |
|---------------------|------|--|
| Total Active | 1189 | |
| Non Valued | 351 | Non-Rateable, but Utility charges & ESL may still apply. |
| Valued | 838 | Valuations Issued by State Valuations Office |

Payment Arrangements

| No. of Assess | Amount |
|---------------|--------|
| 6 | 90,573 |

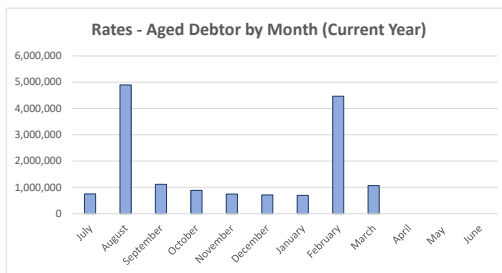
Aged Debtor Breakdown

| TOTAL | Legal Fees | ESL Penalty | Current | 6 months | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years | 6 Years | 7+ Years |
|-----------|------------|-------------|---------|----------|--------|---------|---------|---------|---------|---------|----------|
| 1,066,032 | 0 | 147,362 | 605,729 | 115,980 | 84,693 | 43,124 | 18,459 | 9,007 | 9,397 | 5,998 | 26,283 |



Aged Debtor by Month

| July | August | September | October | November | December | January | February | March | April | May | June |
|---------|-----------|-----------|---------|----------|----------|---------|-----------|-----------|-------|-----|------|
| 752,191 | 4,897,044 | 1,116,188 | 886,847 | 745,547 | 711,371 | 698,922 | 4,469,737 | 1,066,032 | | | |

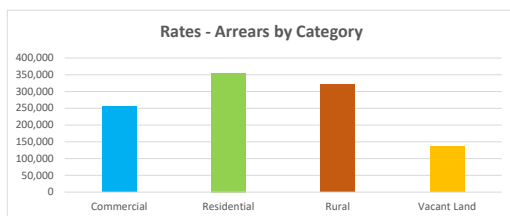


Interest by Month

| July | August | September | October | November | December | January | February | March | April | May | June |
|-------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| 7,566 | 5,656 | 10,382 | 9,285 | 6,521 | 6,061 | 14,725 | 1,977 | 9,306 | | | |

Aged Debtor Breakdown by Category

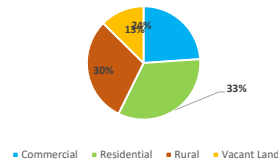
| | Total | ESL Penalty | Current | 6 months | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years | 6 Years | 7+ Years |
|---------------|------------------|----------------|----------------|----------------|---------------|---------------|---------------|--------------|--------------|--------------|---------------|
| Commercial | 255,281 | 27,646 | 145,927 | 27,718 | 19,124 | 7,438 | 3,945 | 3,941 | 3,876 | 3,778 | 11,887 |
| Residential | 355,480 | 75,448 | 126,318 | 64,466 | 55,695 | 26,008 | 7,545 | 0 | 0 | 0 | 0 |
| Rural | 320,439 | 2,179 | 306,199 | 12,061 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vacant Land | 134,833 | 42,089 | 27,285 | 11,735 | 9,874 | 9,678 | 6,969 | 5,066 | 5,521 | 2,220 | 14,396 |
| Totals | 1,066,032 | 147,362 | 605,729 | 115,980 | 84,693 | 43,124 | 18,459 | 9,007 | 9,397 | 5,998 | 26,283 |



Breakdown by Land Usage

| Land Usage | No. of Assess | Total | Percentage |
|-------------|---------------|------------------|------------|
| Commercial | 206 | 255,281 | 24% |
| Residential | 642 | 355,480 | 33% |
| Rural | 55 | 320,439 | 30% |
| Vacant Land | 286 | 134,833 | 13% |
| | 1,189 | 1,066,032 | |

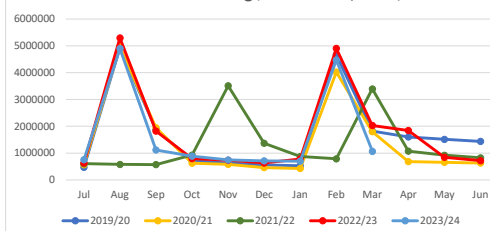
Rates - Arrears by Land Use Code



Historical Comparison by Month

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---------|------------|-------------|-------------|------------|-------------|-------------|------------|-------------|-------------|-------------|--------------|--------------|
| 2019/20 | \$ 470,641 | \$4,926,161 | \$1,880,488 | \$ 717,757 | \$ 630,432 | \$ 559,597 | \$ 530,335 | \$4,665,873 | \$1,822,510 | \$1,602,662 | \$ 1,513,610 | \$ 1,437,098 |
| 2020/21 | \$ 566,141 | \$4,971,460 | \$1,944,130 | \$ 626,507 | \$ 582,667 | \$ 459,510 | \$ 428,312 | \$4,020,974 | \$1,799,963 | \$ 682,334 | \$ 658,186 | \$ 628,928 |
| 2021/22 | \$ 606,708 | \$ 580,412 | \$ 573,791 | \$ 925,817 | \$3,508,592 | \$1,367,235 | \$ 873,592 | \$ 788,448 | \$3,394,719 | \$1,072,555 | \$ 921,857 | \$ 825,409 |
| 2022/23 | \$ 630,158 | \$5,295,845 | \$1,820,687 | \$ 796,847 | \$ 733,637 | \$ 633,310 | \$ 778,159 | \$4,901,807 | \$2,028,993 | \$1,843,638 | \$ 843,598 | \$ 718,600 |
| 2023/24 | \$ 752,191 | \$4,897,044 | \$1,116,188 | \$ 886,847 | \$ 745,547 | \$ 711,371 | \$ 698,922 | \$4,469,737 | \$1,066,032 | | | |

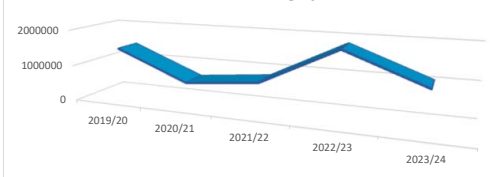
Rates Outstanding (Historical Comparison)



Historical Comparison by Year

| | |
|---------|--------------|
| 2019/20 | \$ 1,437,098 |
| 2020/21 | \$ 628,928 |
| 2021/22 | \$ 825,409 |
| 2022/23 | \$ 1,843,638 |
| 2023/24 | \$ 1,066,032 |

Rates Outstanding by Year

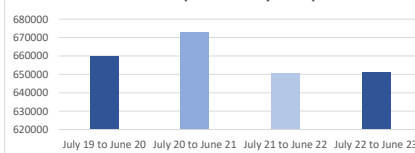


Water Consumption Comparison

| Year | Total Cons | \$ Rated |
|--------------------|------------|------------|
| July 18 to June 19 | | |
| July 19 to June 20 | 660249 | \$ 226,556 |
| July 20 to June 21 | 673160 | \$ 384,477 |
| July 21 to June 22 | 650686 | \$ 507,505 |
| July 22 to June 23 | 651262 | \$ 662,887 |

All water consumption started being levied from July, 2022.

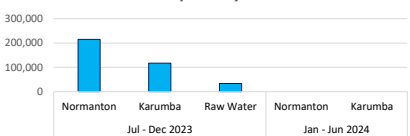
Water Consumption Yearly Comparison



Water Consumption Comparison by Suburb

| Cons Period | Suburb | Total Cons | \$ Rated |
|----------------|-----------|------------|-----------|
| Jul - Dec 2023 | Normanton | 215,295 | \$168,016 |
| | Karumba | 117,292 | \$134,968 |
| | Raw Water | 33,363 | \$7,630 |
| Jan - Jun 2024 | Normanton | | |
| | Karumba | | |
| | Raw Water | | |

Consumption by Suburb



Total TMR Unclaimed Expenditures

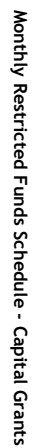
| | | |
|-----------------------|--------------------|-----------|
| TMR Recoverable Works | Date of Last Claim | |
| | \$ 4,689,995.02 | 01-Sep-23 |
| | \$ 662,717.19 | 28-Mar-24 |
| RMPC | \$ 5,352,712.21 | |

TMR Recoverable Works

| Contract | Operating Income | | Total | Operating Expenditure | | Total | Unclaimed |
|------------------------------|---------------------------------|------------|--------------|-----------------------|--------------|--------------|-----------------|
| | 2023 | 2024 | | 2023 | 2024 | | |
| TMR123 | TMR Emergent Works January 2023 | 698,652.83 | 3,211,347.17 | 2,084,023.86 | 3,669,910.81 | 5,753,934.67 | 1,843,934.67 |
| TMR599 | Mentana Creek Causeway | - | - | - | 131,073.23 | 131,073.23 | 131,073.23 |
| TMR602 | CN602 - 89B Formation Works | - | - | - | 649,353.98 | 649,353.98 | 649,353.98 |
| TMR924 | TMR DRFA 2023 REPA Works | - | - | - | 2,065,633.14 | 2,065,633.14 | 2,065,633.14 |
| Total Unclaimed Expenditures | | | | | | | \$ 4,689,995.02 |

RMPC

| | | |
|------------------------------|-------------------------------|---------------|
| TMR84A | TMR 84A KBA Dev | 49,702.70 |
| TMR89A | TMR 89A Burke Dev | 1,351,725.00 |
| TMR89B | TMR 89B Burke Dev Sealed | 1,331,096.79 |
| TMR92A | TMR 92A Gulf Dev | 51,163.59 |
| TR89BU | TMR 89B Burke Dev Rd Unsealed | 35,120.21 |
| Total RMPC Expenditures | | 2,818,808.29 |
| RMPC Claims Submitted to TMR | | 2,156,091.10 |
| Total Unclaimed Expenditures | | \$ 662,717.19 |

Page 187



Monthly Grants Schedule - Capital Grants

| | | | | | | TOTAL | | | |
|----------------|---|---|----------|-------------|--------------------|----------------------|--------------------|--------------------------------|--|
| Funding Source | Program | Project | Job Code | Income Code | Funding Allocation | Total Funds Received | Total Expenditures | Restricted / (Contract Assets) | |
| DSDLGP | W4Q (21-24) | Buildings - 1/150 Yappara Street - Replace shadecloth with roof sheeting | WQSH13 | 401661 | 50,000 | \$ 25,000 | \$ - | \$ 25,000 | |
| DSDLGP | W4Q (21-24) | Buildings - 2 Norman Street - Roof Renewal | WQSH21 | 401651 | 50,000 | \$ 25,000 | \$ 71,155 | \$ (46,155) | |
| DSDLGP | W4Q (21-24) | Buildings - 140 Yappara Street - Restumping and Internal Repairs | WQSH23 | 401661 | 50,000 | \$ 25,000 | \$ 23,418 | \$ 1,582 | |
| DSDLGP | W4Q (21-24) | Buildings - 78 Landsborough Street - Internal and External Paint | WQSH22 | 401651 | 50,000 | \$ 25,000 | \$ 24,722 | \$ 278 | |
| DSDLGP | W4Q (21-24) | Buildings - 2/72 Thompson Street - Refurb entire unit, install concrete driveway | WQSH20 | 401651 | 50,000 | \$ 25,000 | \$ 46 | \$ 24,954 | |
| DSDLGP | W4Q (21-24) | Buildings - 23 Woodward Street - External painting | WQSH12 | 401651 | 50,000 | \$ 25,000 | \$ 14,410 | \$ 10,590 | |
| DSDLGP | W4Q (21-24) | Buildings - 36 Woodward Street - External repaint | WQSH15 | 401651 | 50,000 | \$ 25,000 | \$ - | \$ 25,000 | |
| CSC Council | W4Q (21-24) | Buildings - 76 Landsborough Street - External Repaint | CH2410 | 401651 | 50,000 | \$ 25,000 | \$ - | \$ 25,000 | |
| DSDLGP | W4Q (21-24) | Other - Onsite Chlorine Generators - Normanton & Karumba Pools | WQ2204 | 401451 | 320,000 | \$ 160,000 | \$ 319,948 | \$ (159,948) | |
| DSDLGP | W4Q (21-24) | Other - Town Beautification - Landsborough St Development | WQ2201 | 250151 | 200,000 | \$ 100,000 | \$ 360 | \$ 99,640 | |
| DSDLGP | W4Q (21-24) | Other - Town Beautification - School Dam Precinct Development | WQ2202 | 250151 | 300,000 | \$ 150,000 | \$ 8,185 | \$ 141,815 | |
| DSDLGP | W4Q (21-24) | Water - Treatment Plant - Controls/Monitoring - Priorities to be established | WQ2205 | 151651 | 180,000 | \$ 90,000 | \$ 163,218 | \$ (73,218) | |
| DSDLGP | W4Q (21-24) | Water - Treatment Plant - Reservoir Upgrade | WQ2207 | 151651 | 210,000 | \$ 105,000 | \$ 240 | \$ 104,760 | |
| DSDLGP | W4Q (21-24) | Karumba Airport Power Supply Upgrade | WQ2206 | 150551 | 60,000 | \$ 30,000 | \$ 57,006 | \$ (27,006) | |
| DVA | Department of Veterans Affairs | Other - Cenotaph Upgrade - Two statues "We are one" | CO2201 | 401151 | 150,000 | \$ 150,000 | \$ 156,261 | \$ (6,261) | |
| LRCIP | Local Roads Community Infrastructure Projects - Phase 3 | Other - Karumba - Allocation of \$1m funding towards Restoration of Foreshore - Reventment Wall | LRCIP7 | 152051 | 1,000,000 | \$ 500,000 | \$ 4,428 | \$ 495,572 | |
| LRCIP | Local Roads Community Infrastructure Projects - Phase 3 | Other - Karumba Park (closing of Barnett St) - Design and Construct | LRCIP8 | 150651 | 350,000 | \$ 175,000 | \$ 17,645 | \$ 157,355 | |
| LRCIP | Local Roads Community Infrastructure Projects - Phase 3 | Other - Karumba Point to Town Walking Track (Signage, Designated Path, Bridges) | LRCIP0 | 150851 | 73,848 | \$ 36,924 | \$ 69,392 | \$ (32,468) | |
| TIDS/R2R | TIDS/R2R/Council | Normanton to Burkettown Rd (Before Armstrong) | RR2301 | 151451 | | \$ 440,000 | \$ 960,397 | \$ (520,397) | |
| TIDS/R2R | TIDS/R2R/Council | Normanton to Burkettown (Armstrong) | RR2302 | 151451 | | \$ 396,000 | \$ 1,468,386 | \$ (1,072,386) | |
| TIDS/R2R | TIDS/R2R/Council | Roads - TIDS/R2R/Council - priorities to be determined on LRS network | CR2405 | 150851 | | \$ - | \$ 4,670 | \$ (4,670) | |
| TIDS/R2R | TIDS/R2R/Council | Roads - 23/24 TIDS/R2R/Council - 3km seal Inverleigh to Inverleigh West | RR2402 | 151451 | 1,633,848 | \$ 753,500 | \$ 1,726,218 | \$ (972,718) | |
| TIDS/R2R | TIDS/R2R/Council | Roads - 23/24 TIDS/R2R/Council - Normanton Burkettown Road - Armstrong Drainage | RR2401 | 151451 | | \$ 165,000 | \$ 369,882 | \$ (204,882) | |
| RRUP | Remote Roads Upgrade | Roads - Ifley Road - Gravel Upgrade | CR2204 | 150851 | | \$ 2,103,343 | \$ 1,932,672 | \$ 170,671 | |



Monthly Grants Schedule - Capital Grants

| | | | | | | TOTAL | | | |
|----------------------|--|---|----------|-------------|--------------------|----------------------|--------------------|--------------------------------|--|
| Funding Source | Program | Project | Job Code | Income Code | Funding Allocation | Total Funds Received | Total Expenditures | Restricted / (Contract Assets) | |
| RRUP | Remote Roads Upgrade | Roads - Koolah - Dixie Road Widening | CR2205 | 150851 | | \$ - | \$ 273,820 | \$ (273,820) | |
| PACP | Protecting Australian Communities Program | Other - Karumba Point Shoreline Protection and Revitalisation - Revetment Wall | PACP01 | 152051 | 1,592,473 | \$ 418,480 | \$ 254,486 | \$ 163,994 | |
| BOR | Building our Regions | Water - Glenore Weir Water Pipe Replacement Planning Project | CW2204 | 151651 | | \$ - | \$ 203,808 | \$ (203,808) | |
| BOR | Building our Regions | Water - Normanton Water Treatment Plant Reservoir Upgrades (2 concrete inground storage tanks) | CW2302 | 151651 | | \$ 642,875 | \$ 25,017 | \$ 617,858 | |
| TMR | ATSI TIDS | Roads - ATSI TIDS - Days Creek Causeways | CR2408 | 150851 | | \$ - | \$ 64,816 | \$ (64,816) | |
| TMR | ATSI TIDS | Roads - ATSI TIDS - Plains/Topsy Creek & Cabbage Tree Creek Causeways | CR2303 | 150851 | | \$ 1,590,000 | \$ 1,790,155 | \$ (200,155) | |
| ROSI | Roads of Strategic Importance (Commonwealth) | Roads - Roads of Strategic Importance (Nin to Burketown Rd) (Sealing) ROSI | CR2404 | 150851 | | \$ - | \$ - | \$ - | |
| ORA | (QRRRF) Qld Resilience and Risk Reduction Fund | Roads - Betterment - Inverleigh West Causeway Upgrade (Poincriste Creek) | CR2302 | 151651 | 475,000 | \$ 427,500 | \$ 728,374 | \$ (300,874) | |
| ORA | (QRRRF) Qld Resilience and Risk Reduction Fund | Other - Karumba Point Shoreline Protection and Revitalisation - Beach Sand Retention Project (Groyne) | QRRRF2 | 152051 | 500,000 | \$ 159,963 | \$ 171,649 | \$ (11,686) | |
| ORA | DRFA | Roads - Mitchell River Crossing - Bridge Construction | CR2407 | 151251 | | \$ - | \$ 121,898 | \$ (121,898) | |
| ORA | DRFA | Dunbar - Kowanyama Betterment | CR2406 | 151251 | | \$ 3,023,869 | \$ 3,312,321 | \$ (288,452) | |
| ORA | (QRRRF) Qld Resilience and Risk Reduction Fund | Roads - Mitchell River Crossing - Preliminary Bridge Design | CR2203 | 151651 | | \$ - | \$ 433,104 | \$ (433,104) | |
| ORA | (RRG) Recovery & Resilience Funding | Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure | RRF001A | 151651 | | \$ - | \$ 33,164 | \$ (33,164) | |
| ORA | (RRG) Recovery & Resilience Funding | Water - Karumba Water Tower/Reservoirs On site | RRF002 | 151651 | | \$ - | \$ 45,732 | \$ (45,732) | |
| ORA | (RRG) Recovery & Resilience Funding | Water - Normanton Water Treatment Plant - Study & Design (Increase potable supply) | RRF003 | 151651 | | \$ - | \$ 72,401 | \$ (72,401) | |
| ORA | (RRG) Recovery & Resilience Funding | Water - Normanton Treatment Plant - Replacement of Soda Ash Dosing system | RRF005 | 151651 | | \$ - | \$ 152,260 | \$ (152,260) | |
| ORA | (RRG) Recovery & Resilience Funding | Water - Normanton Water Treatment Plant Upgrades, Modelling, Assessments and Design | CW2401 | 151651 | | \$ - | \$ 67,900 | \$ (67,900) | |
| ORA | NQRRG | Chlorine Generator Cell Upgrade | CW2409 | 151651 | | \$ - | \$ 37,030 | \$ (37,030) | |
| ORA | NQRRG | Karumba Sewerage Upgrades | CS2406 | 151851 | | \$ - | \$ - | \$ - | |
| TOTAL Restricted Net | | | | | | \$ 11,817,454 | \$ 15,180,591 | \$ (3,363,138) | |

BUSINESS PAPERS

10.3 HUMAN RESOURCES REPORT

Attachments: 10.3.1. SafePlan Progress Report - Mar 24 [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 17 April 2024

Key Outcome: A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy: Ensure that workforce planning is in place and the safety of employees is maintained and improved

Executive Summary:

This report provides information on the progress of SAFEPLAN, Council's safety management system, and an update on general human resource matters.

RECOMMENDATION:

That Council accepts the report for information.

1. Work, Health & Safety Report

The SafePlan progress report to March 2024 is attached.

2. Staff Movements

Arrivals

| | |
|-----------------------------------|------------------------------|
| Human Resources Manager | Peter Ryan |
| Community Development Coordinator | Amanda Farraway |
| Plumber | Michael Mudd |
| Lead Educator (Childcare) | Patrick Arabilla (commenced) |

Departures

| | |
|--------------------|---|
| Apprentice Plumber | Michael Mudd (Completed Apprenticeship) |
|--------------------|---|

3. Current Recruitments

| | |
|---------|-----------------------------------|
| Plumber | Complete (Internal Advertisement) |
|---------|-----------------------------------|

4. Current Vacancies

| | |
|--|---|
| Asset Manager | |
| Manager of Water and Waste | |
| Accountant | Filled by consultant, housing required. |
| Hatchery Technician Karumba | |
| Gardener and Maintenance Officer Karumba LWBDC | |

BUSINESS PAPERS

5. Random Drug & Alcohol Testing Program

The annual Drug and Alcohol Testing Program has been put out for quotation for the 2024 construction year and a contractor has been appointed. The Drug Detection Agency has been successful this year.

6. Training Activities

The annual training plan has been implemented and many courses have been run and are now completed. There is still another round of training scheduled for May.

7. Operating Budget and Expenditure

| Row Labels | Sum of Current Budget | Sum of YTD Actual | Sum of Order Value | Sum of Total Actual |
|------------------------------------|-----------------------|-------------------|--------------------|---------------------|
| Operating Expenditure | | | | |
| Apprenticeships / Traineeship | 67,000 | 32,360 | 7,993 | 40,353 |
| Enterprise Bargaining | 35,000 | 982 | 0 | 982 |
| Human Resource Operations | 449,344 | 360,622 | 66,491 | 427,114 |
| Learning & Development | 208,800 | 68,471 | 87,136 | 155,607 |
| Workplace Health And Safety | 528,294 | 320,876 | 198,321 | 519,197 |
| Operating Expenditure Total | 1,288,438 | 783,311 | 359,942 | 1,143,253 |
| Operating Income | | | | |
| Apprenticeships / Traineeship | -53,000 | -34,545 | 0 | -34,545 |
| Learning & Development | 0 | 2,415 | 0 | 2,415 |
| Operating Income Total | -53,000 | -32,130 | 0 | -32,130 |
| Grand Total | 1,235,438 | 751,181 | 359,942 | 1,111,123 |

8. Enterprise Bargaining Update

Last week all unions have agreed in principle to the enterprise agreement. We anticipate some further communication to make some minor administrative changes.

Consultation (Internal/External):

- Executive Leadership Team
- WHS Advisor
- HR Manager
- External training providers
- The Drug Detection Agency
- TAFE Qld

Legal Implications:

- Within normal operational parameters.

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

- Within normal operational parameters.



CSC WHSMP Progress Report – Mar 2024 (Report for year 2023-2024)

| CSC WHSMP Key Performance Indicators (KPIs) | Scheme Current | CSC Actual YTD 2022 | CSC Actual YTD 2023 | CSC KPI Year Target | KPI YTD Comparison |
|--|----------------|---------------------|---------------------|---------------------|--------------------|
| Average Scheme Frequency Rate (* Formula = Number of LTI for every million hrs worked) | 10.74 | 1 | 2 | <5 LTI | 2 |
| Average Scheme Duration Rate (*Formula = Average Number of days lost per LTI) | 20.67 | 5 | 9 | <112 Days | 9 |
| Progressive Frequency Rate YTD (B) group = wages greater than \$5 million – less than \$10 million | 12.57 | 6.94 | 14.80 | <20.60 Annual | 14.80 |
| Progressive duration rate YTD (B) group = wages greater than \$5 million – less than \$10 million | 20.19 | 5.00 | 4.50 | <19.93 Annual | 4.50 |
| Percentage of hazard inspections completed as per Matrices | | 100.00% | 100.00% | 95% | 95.44% |
| Action Statistics from Skytrust – Percentage of actions completed against number added YTD from July 1st | | 35.71% | 73.44% | 90% | 73.44% |
| Delivery of Take 5 courses on Skytrust | | 95.37% | 55.05% | 90% | 85.63% |
| Percentage of Quarterly Action Plan items completed - Jan to March 2024 | | 95.58% | 88.10% | 70% | 89.12% |
| Note* Legislation requires LGW to count part days lost as full days. | | | | | |

| Mechanism of injury for claims submitted | YTD 2022/2023 | Days Lost |
|---|-------------------|-----------|
| 42 Muscular stress while handling objects | 1 | 5 |
| Total | 1 | 5 |
| Statutory Paid | \$1,321.20 | |

| Mechanism of injury for claims submitted | YTD 2023/2024 | Days Lost |
|--|-------------------|-----------|
| 28 Being hit by moving object | | |
| 21 Being hit by falling objects | | |
| 42 Muscular stress while handling objects | | |
| 43 Muscular stress with no objects being handled | 1 | 7 |
| 41 Muscular stress while lifting | 1 | 2 |
| 01 Falls from a height | | |
| 26 Being trapped between Static objects | | |
| 92 Vehicle Accident | | |
| Total | 2 | 9 |
| Statutory Paid | \$2,612.91 | |

| LGW Data: 2022 – 2023 YTD | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---|------|------|-------|-------|-------|-------|-------|-------|-------|-----|-----|-----|
| CSC LTIFR YTD LGW Data. | 0 | 0 | 22.20 | 16.65 | 26.64 | 22.20 | 19.03 | 16.65 | 14.80 | | | |
| Group B LTIFR YTD (Councils with wages > \$5 mil< \$10 mil) | 5.39 | 8.08 | 10.78 | 10.78 | 10.78 | 13.47 | 13.86 | 12.80 | 12.57 | | | |
| CSC LTI's each month | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | | | |

| LGW Data: 2022 – 2023 YTD | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---|------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-----|-----|
| CSC Duration Rate YTD LGW data | 0 | 0 | 2.00 | 2.00 | 4.50 | 4.50 | 4.50 | 4.50 | 4.50 | | | |
| Average duration rate for Group B (Councils with wages > \$5 mil< \$10 mil) | 8.00 | 16.67 | 16.50 | 16.88 | 19.00 | 15.47 | 17.39 | 16.53 | 20.19 | | | |
| CSC Days lost YTD (Progressive) | 0 | 2 | 2 | 2 | 9 | 9 | 9 | 9 | 9 | | | |

There was 0 Incident Reports submitted where an injury was sustained in March. There were 3 x Vehicle damage incident reports, where rocks or wallaby hit car. One incident report has an angry resident throwing rocks at a council vehicle, no injury or damage.

BUSINESS PAPERS

10.4 2024-2025 REVENUE POLICY

Attachments: 10.4.1. Revenue Policy 2024-2025 [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 17 April 2024

Key Outcome: A well governed, responsive Council, providing effective leadership and management, and respecting community values
Key Strategy: Maintain a focus on integrity, Accountability and Transparency in all that we do

Executive Summary:

Council is required to review its Revenue Policy on an annual basis and this review is to be completed in sufficient time to inform the budget for the forthcoming year. This review has now been completed and the revised policy is presented to Council for adoption.

RECOMMENDATION:

That Council adopts the Revenue Policy for the 2024/2025 financial year.

Background:

As part of its Financial Management System, Council must have a Revenue Policy. Section 193 of the *Local Government Regulation 2012* provides further detail as to the legislative requirements of this policy and this information follows:

- (1) *A local government's revenue policy for a financial year must state—*
 - (a) *the principles that the local government intends to apply in the financial year for—*
 - (i) *levying rates and charges; and*
 - (ii) *granting concessions for rates and charges; and*
 - (iii) *recovering overdue rates and charges; and*
 - (iv) *cost-recovery methods; and*
 - (b) *if the local government intends to grant concessions for rates and charges—the purpose for the concessions; and*
 - (c) *the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.*
- (2) *The revenue policy may state guidelines that may be used for preparing the local government's revenue statement.*
- (3) *A local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year."*

The purpose of the policy is to outline the principles Council will apply when considering revenue raising options which will be included in budget deliberations for the forthcoming 2024/2025 annual budget.

As required by legislation, the Revenue Policy must be reviewed annually, and this review has now been completed. It is confirmed that the policy content conforms to all statutory requirements.

Consultation (Internal/External):

- Council workshop.
- King and Company Solicitors

BUSINESS PAPERS

Legal Implications:

- In accordance with section 104 of the *Local Government Act 2009*, Council must have a Revenue Policy as part of its Financial Management System. Although the Revenue Policy must be included with the budget documentation when Council is adopting the annual budget, section 193 of the *Local Government Regulation 2012* states:
"A local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year."
Accordingly, the Revenue Policy is presented to Council at this meeting to coincide with the commencement of budget deliberations for the 2024/2025 annual budget.

Financial and Resource Implications:

- The review of the policy forms part of normal business operations therefore there are no additional financial and resource implications associated with this matter.

Risk Management Implications:

- Council is statutorily required to have a Revenue Policy and to review this policy on an annual basis.



Revenue Policy 2024 - 2025

Policy Details

| | |
|-----------------------|---|
| Policy Category | Council Policy 2023—2024 2024 - 2025 |
| Date Adopted | 15 March 2023 |
| Resolution Number | 0323/019 |
| Endorsed by | Chief Executive Officer |
| Approval Authority | Council |
| Effective Date | 15 March 2023 |
| Policy Version Number | 3.0.4 3.0.5 |
| Policy Owner | Director of Corporate Services |
| Contact Officer | Manager Finance and Administration |

Supporting documentation

| | |
|----------------------|---|
| Legislation | <ul style="list-style-type: none">Local Government Act 2009Local Government Regulation 2012 |
| Policies | <ul style="list-style-type: none">Revenue StatementRates Based Financial Assistance PolicyRates and Charges Debt Policy |
| Delegations | <ul style="list-style-type: none">Nil |
| Forms | <ul style="list-style-type: none">Nil |
| Supporting Documents | <ul style="list-style-type: none">Corporate Plan 2021 – 2025 |

Version History:

| Version | Adopted | Comment | eDRMS # |
|---------|------------|-------------------------------|-------------------|
| 3.0.0 | 15/07/2020 | Council Resolution SM0720/001 | POL_E_C SF_006 |
| 3.0.1 | 21/04/2021 | Council Resolution 0421/023 | |
| 3.0.2 | 30/06/2021 | Council Resolution SM0621/018 | |
| 3.0.3 | 20/04/2022 | Council Resolution 0422/015 | |
| 3.0.4 | 15/3/2023 | Council Resolution 0323/019 | |
| 3.0.5 | TBC | TBC | |



Contents

| | |
|--|----------|
| INTENT..... | 3 |
| SCOPE..... | 3 |
| POLICY STATEMENT | 3 |
| LEVYING RATES AND CHARGES..... | 3 |
| GRANTING CONCESSIONS FOR RATES AND CHARGES..... | 4 |
| RECOVERING OVERDUE RATES AND CHARGES..... | 4 |
| COST-RECOVERY METHODS..... | 5 |
| FUNDING OF PHYSICAL AND SOCIAL INFRASTRUCTURE | 5 |
| DEFINITIONS | 5 |



Intent

The Revenue Policy is a strategic document and its adoption, in advance of setting the budget, allows Council to set out the principles that it will use for revenue raising in setting the budget.

Scope

This policy details the principles that Council utilises in levying rates & charges, granting concessions, recovering outstanding rates & charges and the implementation of various fees and charges.

Policy Statement

Council has a statutory requirement to have a Revenue Policy and this policy is to be reviewed on an annual basis in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

Section 193 of the *Local Government Regulation 2012*, defines the content to be included in the Revenue Policy and an extract follows:

- (1) *A local government's revenue policy for a financial year must state—*
 - (a) *the principles that the local government intends to apply in the financial year for—*
 - (i) *levying rates and charges; and*
 - (ii) *granting concessions for rates and charges; and*
 - (iii) *recovering overdue rates and charges; and*
 - (iv) *cost-recovery methods; and*
 - (b) *if the local government intends to grant concessions for rates and charges—the purpose for the concessions; and*
 - (c) *the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.*
- (2) *The revenue policy may state guidelines that may be used for preparing the local government's revenue statement.*

Levying rates and Charges

Council utilises a principle based approach when levying rates and charges which consist of:

Equity Principle – Council will aim to ensure that all sectors of the rate paying community contribute equitably to the rates revenue of the Council. This means that in determining the level of rates and charges, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking into account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes.

The general basis for determining rates is the valuation of rateable land as determined under the *Land Valuation Act 2010*, however differential general rating will be applied to achieve a more equitable relationship between the contribution to rates revenue that Council considers appropriate where the highest and best use of the land is taken into consideration, for a more



equitable outcome than could be achieved if a simple (i.e. single rate in the dollar) general rating scheme were to be adopted.

Benefit (User Pays) Principle –At a minimum, ratepayers should contribute rates which reflect the cost of providing Council's services to rateable properties in each sector of the community based on the most appropriate category for the rateable land. Wherever possible, this should be reflected in the minimum rate for each rating category.

In addition to the above 2 key principles, Council will also have regard to:

- Transparency in the making of rates and charges.
- Having in place a rating regime that is simple and inexpensive to administer;
- Flexibility to take account of changes in the local economy;
- Making clear what is the Council's and each ratepayer's responsibility to the rating system;
- Timing the levy of rates to take into account the financial cycle of local economy activity, in order to assist smooth running of the local economy.

Granting Concessions for Rates and Charges

In considering the application of concessions, Council will be guided by the principles of:

- Fairness and social conscience by having regard to the different levels of ability to pay within the local community.
- The same treatment for ratepayers with similar circumstances.
- Transparency by making clear the requirements necessary to receive concessions; and
- Flexibility to allow Council to respond to local, State, National or broader economic, environmental or other issues that have a significantly adverse impact on a ratepayers ability to pay rates and charges.

Council may also give consideration to granting a class concession in the event all or part of the local government area is declared a natural disaster area by the State or Federal Government or a similar event which has a significant impact on ratepayers within the local government area.

Recovering Overdue Rates and Charges

Council will exercise its rate recovery powers in order to adjust to ratepayer cash flows so as to minimise the overall rate burden on ratepayers. It will be guided by the principles of:

- Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations.
- Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective.
- Equity by having regard to providing the same treatment for ratepayers with similar circumstances; and
- Flexibility by responding where necessary to changes in the local economy.



Cost-Recovery Methods

Council recognises the validity of fully imposing the “user pays” principle for its fees and charges (including cost-recovery fees) unless the imposition of the full costs is contrary to its reasonable belief of being in the public interest.

By imposing fees and charges that accurately reflect the full cost of the provision of services will enable Council to promote efficiency in both the provision and use of services without subsidising from other sources of revenue.

Funding of Physical and Social Infrastructure

Council requires property developers to pay reasonable and relevant contributions towards the cost of infrastructure required to support the development. Specific charges are detailed in the policies and other material supporting Council’s town planning schemes.

These policies are based on normal anticipated growth rates. Where a new development is of sufficient magnitude to accelerate the growth rate of a specific community within the Region, it may be necessary to bring forward social infrastructure projects. Where this occurs, Council expects developers to meet sufficient costs so that the availability of facilities is not adversely affected and so that existing ratepayers are not burdened with the cost of providing the additional infrastructure.

Definitions

| TERM | DEFINITION |
|----------------------------|--|
| User Pays Principle | Is a pricing approach based on the concept that the most efficient allocation of resources occurs when the customer pays the full cost of goods and/or services that they consume. |

Adopted by Council by Resolution

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

10.5 HEAVY VEHICLE AUDIT POLICY

Attachments: 10.5.1. Heavy Vehicle Plant Audit Policy [↓](#)
Author: Julianne Meier - Director Corporate Services
Date: 17 April 2024

Key Outcome: A well governed, responsive Council, providing effective leadership and management, and respecting community values

Key Strategy: Develop systems that promote continuous improvement

Executive Summary:

The purpose of the Heavy Vehicle Audit Policy is to provide a framework for Council officers to implement internal controls and carry out inspections to mitigate the risks of non-compliance with the National Heavy Vehicle Laws. This Policy is also intended to create an environment where Council officers involved in the Chain of Responsibility supply chain are encouraged to carry out their duties in such a way that they adhere to the laws and regulations. This is a new Policy.

RECOMMENDATION:

That Council adopt the Heavy Vehicle Audit Policy as presented.

Background:

This Policy is a new policy and has been developed to provide a framework for the audits that have been implemented to inspect heavy vehicles on Council worksites. Furthermore, the Policy will empower Council officers to carry out these audits and inspections with the full support of the Council, and without seeking any approval.

Council officers and the executive team have recently received training in the Chain of Responsibility obligations and have now been trained in and informed of their obligations under the legislation. All officers in the supply chain have a duty to comply and adhere to the laws. Their duties will vary depending on their role in the Chain of Responsibility.

This Policy has been developed based on previous heavy vehicle plant audits and the internal expertise within the works department. Council officers are of the view that this Policy represents good practice.

Consultation (Internal/External):

- Mark Crawley – Chief Executive Officer
- Michael Wanrooy – Director of Engineering
- Kerrod Giles – Engineer
- Michael Sceresini – Works Coordinator
- Other relevant staff considered to be part of the Chain of Responsibility supply chain

Legal Implications:

- Failure to comply with the legislation can result in serious breaches. An officers inaction can also be considered a breach, if a serious incident occurs. Serious breaches of the legislation can result in prosecutions for industrial manslaughter.

Financial and Resource Implications:

- Within normal budget parameters.

BUSINESS PAPERS

Risk Management Implications:

- This Policy has been developed to mitigate the risk of breaches in the legislation. The Policy is considered necessary as past audits have highlighted the need for improvements.



Heavy Vehicle Audit Policy

Policy Details

| | |
|------------------------------|--------------------------------|
| Policy Category | Council Policy |
| Date Adopted | |
| Resolution Number | |
| Approval Authority | Council |
| Effective Date | |
| Policy Version Number | 1 |
| Policy Owner | Chief Executive Officer |
| Contact Officer | Director of Corporate Services |

Supporting documentation

| | |
|-----------------------------|--|
| Legislation | <ul style="list-style-type: none">• <i>Heavy Vehicle National Law Act 2012</i>• <i>Heavy Vehicle National Law Regulation 2014</i>• <i>Transport Operations (Road Use Management) Act 1995</i>• <i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2021</i> |
| Policies | <ul style="list-style-type: none">• Work Health and Safety Policy Statement |
| Delegations | <ul style="list-style-type: none">• |
| Forms | <ul style="list-style-type: none">• Plant and Equipment Audit Reports |
| Supporting Documents | <ul style="list-style-type: none">• Stand Down Register• Wet Hire Tender Documents |

Version History:

| Version | Adopted | Comment | eDRMS # |
|---------|---------|------------|---------|
| 1 | | New Policy | |
| | | | |



Contents

| | |
|-------------------------------------|----------|
| INTENT..... | 3 |
| SCOPE..... | 3 |
| POLICY..... | 3 |
| RISK PROFILE..... | 3 |
| INSPECTIONS..... | 4 |
| <i>Defects</i> | 4 |
| INSPECTION TIMELINES..... | 4 |
| TRAINING..... | 5 |
| AUTHORISED OFFICERS..... | 5 |
| CONTINUOUS IMPROVEMENT JOURNEY..... | 5 |
| NONCOMPLIANCE..... | 5 |



Intent

The purpose of this policy is to provide a framework for Council officers to implement internal controls and carry out inspections to mitigate the risks of non-compliance with National Heavy Vehicle Laws. This is intended to create an environment where Council officers involved in the Chain of Responsibility supply chain are encouraged to carry out their duties in such a way that they adhere to the laws and regulations.

Scope

This policy applies to all prime contractors and operators, drivers or owner drivers, consignors and consignees, Council officers and anyone else who plays a role in the supply chain, not just the driver or operator of a heavy vehicle.

Policy

Carpentaria Shire Council is cognisant of its Chain of Responsibility obligations to ensure compliances are met not only to protect the Council, and its employees but also the safety of all who travel on Shire roads. Consequently, authorised officers will carry out inspections of heavy plant engaged by Council to confirm compliance with the National Heavy Vehicle Laws and Transport Operations and Road Use Management Act 1995.

Council is aware this inspection process may cause some inconvenience, but our focus remains on safety standards, which are currently on a continuous improvement journey.

Risk Profile

In accordance with risk profiling, where the pre-season inspection reveals a contractor's equipment is not maintained to an acceptable standard, Council officers may inspect a higher proportion of equipment compared to another contractor who maintains equipment to a high standard, when selecting an audit sample.

Alternatively, Council may audit all items of equipment in camp at a point in time.

Council does support local business; however, this must be balanced against Council's risk profile.

- Low
 - Contractors who are diligent and maintain their equipment to a high standard.
 - Therefore, we could say the risk of a malfunction is low, because we know the equipment is most likely maintained to a high standard.
- Medium
 - Contractors who maintain their equipment to an acceptable standard.
 - Therefore, we could say the risk of a malfunction is medium, because we know the equipment is most likely maintained to an acceptable standard.
- High
 - Contractors who do not maintain their equipment to an acceptable standard.
 - Therefore, we could say the risk of a malfunction is high, because we know the equipment is most likely not maintained to an acceptable standard.



Inspections

A third-party inspector may be utilised to support council officers to carry out their role in the inspection process. The inspector must not attend any inspections without an authorised Council Officer present.

Council officers shall use the relevant Plant and Equipment Audit Reports in triplicate to record inspection details.

Any inspection outcomes given to the driver of the equipment, must also be forwarded to the contractor as soon as practicable afterwards.

To expediate this communication the works department are to provide the relevant officers with

- a list of contractors contact details, including phone number and e-mails; and
- a schedule of what equipment and which camp it is in, so they can adequately plan.

Defects

Where a heavy vehicle found to be defective, either minor or major, the operator of that heavy vehicle will receive a notice setting out the defects. A copy of that notice will be forwarded to the contractor as soon as practicable following the audit. A copy of these notices shall be provided to the works coordinator and recorded in the stand down register.

Minor defects shall be notified to the operator, and subsequently the contractor. That heavy vehicle can continue to work on a Council site but will have 14 days to rectify the defect/s. Once the defect has been rectified, the contractor may provide Council notification in writing stating the defect has been rectified. Failure to provide notification in writing will result in the contractor not being engaged for further works, until that notification has been received.

Major defects shall be notified to the operator, and subsequently the contractor. That heavy vehicle shall be stood down immediately. That heavy vehicle will not be able to work on a Council site, until the defect has been rectified. The heavy vehicle must be reinspected by trained Council officers prior to going back on a Council work site. Failure to present the heavy vehicle for inspection will result in the contractor not being engaged for further works, until heavy vehicle has been presented for inspection by trained Council officers.

Alternatively, the contractor may provide a third-party Certificate of Inspection to Council officers.

Inspection Timelines

The annual plan shall be to carry out at least two inspections.

1. Pre-Season – prior to commencement of the construction season
 - a. March/April; and
 - b. will also depend on contractor engagement timelines.
2. Mid-way through the season:
 - a. August/September; and
 - b. at commencement of the swing to allow adequate time to visit all camps.

The mid-way inspection shall be scheduled and will not be communicated to contractors.

During the season, officers may carry out on the spot / random inspection at their discretion, if they are of the view that a heavy vehicle or heavy vehicles are posing a high risk to road users. These inspections shall not be communicated to contractors.



Training

Council is committed to provide Chain of Responsibility training to officers in the supply chain to maintain their knowledge of their duties and responsibilities.

Authorised Officers

Council may engage external contractors with significant experience to support the authorised offices carry out their work. Any Council Officers authorised to carry out the audit work shall be adequately trained to do so.

Continuous improvement journey

Whilst this policy is in its initial stages following implementation it is expected it will be revised in the second year of implementation, following third party audit recommendations. Any changes will be notified to contractors in future tender documents, and updates to this Policy.

Noncompliance

Minor Defects

Failure to provide notification in writing will result in the contractor not being engaged for further works, until that notification has been received.

Major Defects

Failure to present the heavy vehicle for inspection will result in the contractor not being engaged for further works, until heavy vehicle has been presented for inspection by trained Council officers.

Continued noncompliance

Repeated non-compliance with safety standards, may result in a request for a Certificate of Inspection conducted by a third party, prior to being allowed back on a Council work site.

In more serious cases of repeated non-compliance resulting in major defects the heavy vehicle could be removed from Council's Register of Prequalified Suppliers (ROPS).

Adopted by Council on "Date" by Resolution "Number".

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

10.6 ANNUAL VALUATION - 2025

| | |
|---------------------|--|
| Attachments: | 10.6.1. Consideration for 2025 land valuation program effective 30 June 2025 ↓ 10.6.2. Land Valuations Overview - Carpentaria ↓ |
| Author: | Julianne Meier - Director Corporate Services |
| Date: | 17 April 2024 |

| | |
|----------------------|---|
| Key Outcome: | A well governed, responsive Council, providing effective leadership and management, and respecting community values |
| Key Strategy: | Maintain a focus on integrity, Accountability and Transparency in all that we do |

Executive Summary:

The purpose of this report is to advise that correspondence has been received from the Valuer-General seeking Council's opinion on whether a valuation of the Carpentaria Shire should be undertaken this year.

RECOMMENDATION:

That Council:

1. request the Valuer-General to undertake a valuation of the Carpentaria Shire area to be effective on 30 June 2025
- OR**
2. do not support the Valuer-General in undertaking a valuation of the Carpentaria Shire area to be effective on 30 June 2025.

Background:

The last valuation of the Carpentaria Shire was undertaken in 2021 with an effective date of 30 June 2022 and the valuations taking effect in the 2022/2023 financial year.

More information on land valuations can be found on the Queensland Government website <https://www.qld.gov.au/environment/land/title/valuation/annual/explained>

A report on the previous revolutions in Carpentaria Shire is attached for information.

Council are asked to advise the Valuer-General whether they support or otherwise for a revaluation in 2025.

Consultation (Internal/External):

- Nil

Legal Implications:

- Land Valuation Act 2010
- Local Government Act 2009
- Local Government Regulation 2012

Financial and Resource Implications:

- Within normal budget parameters

Risk Management Implications:

- Nil

15 April 2024



Department of **Resources**

Mr Mark Crawley
Chief Executive Officer
Carpentaria Shire Council
29-33 Haig Street
NORMANTON Queensland 4890

By email: records@carpentaria.qld.gov.au

Dear Mr Crawley

Consideration for the 2025 land valuation program effective 30 June 2025

I am seeking your views in relation to the revaluation of your local government area as part of the 2025 land valuation program that will take effect on 30 June 2025.

The *Land Valuation Act 2010* requires that the Valuer-General undertakes an annual valuation of rateable land, but they may decide not to do so in a local government area after considering:

- a market survey report for the local government area that reviews the sales of land and the probable impact of those sales on the value of land since the last annual valuation
- the results of consultation with the local government for the area and appropriate local and industry groups.

The State Valuation Service (SVS) is currently considering a range of factors, including the timing of the last valuation, any extreme weather events that occurred over the last year and market movements. The SVS will continue to monitor the property market.

Consistent with the Act, please advise me of your support or otherwise for a revaluation in 2025. You may also wish to provide me with any additional information relevant for consideration. Please provide your response to me **by Friday 24 May 2024** by email at valuer-general@resources.qld.gov.au. The results of this consultation will be used to inform my final decision about the 2025 revaluation program.

If you have any further enquiries regarding the revaluation program, please contact Steve Cross, Area Manager, State Valuation Service on telephone 4222 5510 or email Steve.Cross@resources.qld.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "L. Dietrich".

Laura Dietrich
Valuer-General
Department of Resources

resources.QLD.GOV.AU

Land valuations overview: Carpentaria Shire Council

On 31 March 2022, the Valuer-General released land valuations for 838 properties with a total value of \$606,284,100 in the Carpentaria Shire Council area.

The valuations reflect land values on 1 October 2021 and show Carpentaria Shire has increased by 254.4 per cent overall since the last valuation issued in 2017.

Residential land values have remained static or had minor increases.

The primary production (grazing) market has increased significantly in value over the period since the last valuation was undertaken.

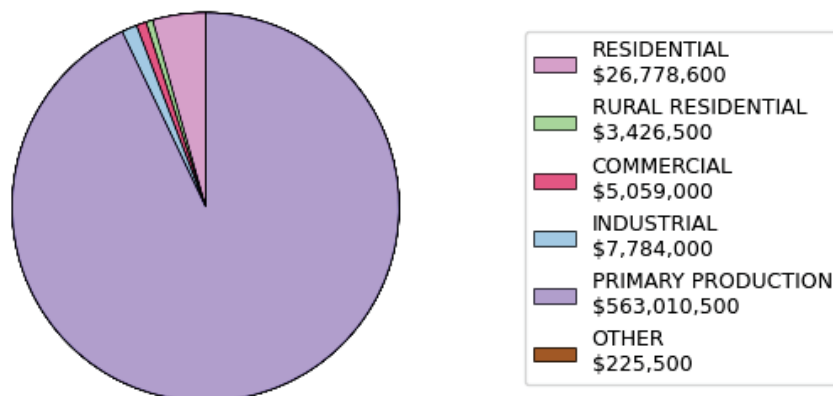
Inspect the land valuation display listing

View the valuation display listing for Carpentaria Shire online at www.qld.gov.au/landvaluation or visit the Carpentaria Shire Council Office, 29-33 Haig Street, Normanton during business hours until 30 June 2022.

Detailed valuation data for Carpentaria Shire

Valuations were last issued in the Carpentaria Shire Council area in 2017.

Property land use by total new value



Carpentaria Shire Council

Residential land

Table 1 below provides information on median values for residential land within the Carpentaria Shire Council area.

Table 1 – Median value of residential land

| Residential localities | Previous median value as at 01/10/2016 (\$) | New median value as at 01/10/2021 (\$) | Change in median value (%) | Number of properties |
|----------------------------|---|--|----------------------------|----------------------|
| Karumba | 55,000 | 55,000 | 0.0 | 266 |
| Normanton | 26,000 | 28,500 | 9.6 | 376 |
| All residential localities | 32,750 | 36,250 | 10.7 | 642 |

Explanatory Notes:

- Residential land values were generally static in Karumba.
- Residential land values in Normanton have had a minor increase with a more active market occurring closer to the 2021 valuation date. This has been evidenced by a higher number of annual residential sales transactions in 2020 and 2021 compared to the preceding three years.

Rural residential land

Table 2 below provides information on median values for rural residential land within the Carpentaria Shire Council area.

Table 2 – Median value of rural residential land

| Land Use | Previous median value as at 01/10/2016 (\$) | New median value as at 01/10/2021 (\$) | Change in median value (%) | Number of properties |
|-------------------|---|--|----------------------------|----------------------|
| Rural residential | 114,000 | 125,500 | 10.1 | 26 |

Explanatory Notes:

- Normanton's rural residential lands have seen minor increases in value in line with its residential market.

Carpentaria Shire Council

Other land uses

Table 3 below provides information on total land uses other than residential and rural residential land within the Carpentaria Shire Council area.

Table 3 – Total land values of other land uses

| Land use category | Previous total land value as at 01/10/2016 (\$) | New total land value as at 01/10/2021 (\$) | Change in total land value (%) | Number of properties |
|--------------------|---|--|--------------------------------|----------------------|
| Commercial | 4,884,000 | 5,059,000 | 3.6 | 40 |
| Industrial | 7,535,500 | 7,784,000 | 3.3 | 60 |
| Primary Production | 129,431,000 | 563,010,500 | 335.0 | 57 |
| Other | 219,000 | 225,500 | 3.0 | 13 |

Explanatory Notes:

- Commercial land values in Carpentaria Shire have generally moved in line with the residential sector. Karumba has remained static, while Normanton has seen minor increases.
- Industrial land values in Carpentaria Shire have generally moved in line with the residential sector. Karumba has been static and Normanton has seen minor increases.
- Rural land values in Carpentaria Shire have increased significantly with several drivers considered to be having an overall positive impact. These include the continued strength in beef and commodity prices, historically low interest rates, generally favorable exchange rate (USD) and overall confidence in the rural sector.
- Demand has been firm for productive (grazing) land across the State.
- Despite reasonable rainfall over the last 12 months, significant areas of Southern and Central Queensland remain drought declared. The Northern Queensland market however is currently viewed as possessing (comparatively) more secure annual rainfall patterns.

BUSINESS PAPERS

10.7 APPROVAL TO KEEP ANIMAL - MORE THAN TWO DOGS

| | |
|----------------------|---|
| Attachments: | NIL |
| Author: | Julianne Meier - Director Corporate Services |
| Date: | 17 April 2024 |
| Key Outcome: | 7.2 - Responsive and efficient customer service delivery |
| Key Strategy: | 7.2.2 Work collaboratively across Council to provide effective, efficient and coordinated outcomes. |

Executive Summary:

The purpose of *Subordinate Local Law No. 2 (Animal Management) 2015* local law is to supplement Local Law No. 2 (Animal Management) 2015, which provides for regulation of the keeping and control of animals within the local government's area.

RECOMMENDATION:

That Council approve the application to keep more than two (2) dogs for the property located at 13 Ellis Street, Normanton.

Background:

An application was received on 27th February 2024 requesting the approval to keep more than two (2) dogs on the following property:

Property Address: 13 Ellis Street, Normanton
Parcel: Lot 33 N14835
Land Size: 1341 m²

The applicant has requested that three (3) dogs are to be located on the premises above, details of the animals are as follows:

| Animal Name | Booster | Missy | Buster |
|----------------------------|------------------|-----------|-----------|
| Breed | Chihuahua | Chihuahua | Chihuahua |
| Age | 2 years 3 months | 5 years | 3 years |
| Microchipped | No | No | No |
| Desexed | No | No | No |
| Declared Dangerous | No | No | No |
| Tag No | 230290 | 240283 | 240282 |
| Registration Expiry | On approval | 30/6/2024 | 30/6/2024 |

Section 6 of *Subordinate Local Law No. 2 (Animal Management) 2015* outlines circumstances in which keeping animals requires approval, for Dog's approval is required for the keeping of 3 or more dogs over the age of 3 months on an allotment in a designated town area.

Schedule 4 of *Subordinate Local Law No. 2 (Animal Management) 2015* outlines the minimum standards for keeping of a dog/s, a person who keeps an animal on premises must:

- (a) ensure that the animal is adequately identified so that the owner's name, address and telephone number are readily ascertainable; and

BUSINESS PAPERS

- (b) *ensure that waste waters from enclosures are drained in a nuisance free manner and that run-off is kept off adjoining premises or as otherwise directed by an authorised person; and*
- (c) *ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected at least daily and, if not immediately removed from the premises, is kept in a waste container of a kind approved by an authorised person; and*
- (d) *ensure that any enclosure in which the animal is kept is properly maintained in—*
 - (i) *a clean and sanitary condition; and*
 - (ii) *an aesthetically acceptable condition; and*
- (e) *take all reasonable steps to prevent the animal from making a noise or disturbance that causes a nuisance; and*
- (f) *ensure that the area available to the animal kept on the premises is appropriately sized so that the animal can be effectively and comfortably kept.*

Council's Local Laws Officer inspected the property and did not identify any standards currently not being met in order to keep an animal/s on the premises. Council's Officer also inspected the premises for potential noise complaints from neighbors and identified the risk as low due to the location of the property.

Consultation (Internal/External):

- Julianne Meier - Director of Corporate Services
- Phillip Grieve - Local Laws Officer

Legal Implications:

- As per standards outlined in Council's Subordinate Local Law No. 2 (Animal Management) 2015 and Animal Management (Cats and Dogs) Act 2008.

Financial and Resource Implications:

- A permit fee of \$220.00 will be due and payable if the permit is granted.

Risk Management Implications:

- Low Risk – Inspections and assessment undertaken by Local Laws Officer.

BUSINESS PAPERS

11 REPORTS FROM DIRECTOR COMMUNITY DEVELOPMENT, TOURISM & REGIONAL

11.1 MONTHLY REPORT COMMUNITY DEVELOPMENT, TOURISM, REGIONAL PROSPERITY

| | |
|----------------------|--|
| Attachments: | NIL |
| Author: | Anne Andrews - Director Community Development, Tourism & Regional Prosperity |
| Date: | 17 April 2024 |
| Key Outcome: | Day to day management of activities within the Economic and Community Development Department |
| Key Strategy: | As per the Departmental Plan for Economic and Community Development |

Executive Summary:

This report updates Council on various activities and programs that are facilitated within the Community Development, Tourism and Regional Prosperity portfolio of Council.

RECOMMENDATION:

That Council:

1. notes the Community Development, Tourism and Regional Prosperity report; and
2. that those matters not covered by resolution be noted.

Background:

1. ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

| DATE | Ref: | Action | Status | Comment |
|-------------------|------------|---|--------------|---|
| January 17, 2024 | GB | Director CDTRP to progress the operations of the Barra Bites Café in preparation for the season. | In progress. | The new centre coordinator started on Monday 18, 2025. Café is now open for cakes, coffee, snacks with menu being developed in line with local producers around a "Taste of Karumba". The vision is to showcase the foods of Karumba in bite-sized portions and promote to visitors local businesses where they can purchase product. Council is currently advertising for a seasonal cook. |
| January 17, 2024 | GB | Director CDTRP arrange for the installation of new gym equipment as soon as is possible. | Complete. | Equipment and parts have arrived and maintenance and installation of new equipment completed in the week of April 8, 2024. |
| November 15, 2024 | 9.2 9.4 | Council resolved to repeal Resolution No. 0823/012 made at its Ordinary Council Meeting on Wednesday, 16 th August 2023 to authorise the Chief Executive | In progress. | March 2024: Draft Constitution and next steps have been provided by King and Company Solicitors to CEO. |

BUSINESS PAPERS

| | | | | |
|--------------------------|----|---|--------------|--|
| | | Officer establish a Company Limited by Guarantee as an overarching Company for the Normanton Child Care and the Les Wilson Barramundi Discovery Centre and resolved to establish the new Company Limited by Shares. | | |
| November 15, 2023 | GB | Director CDTRP to obtain quotes for the reprint of the Outback By The Sea tourism brochure and distribute to other VICs. | In progress. | Expression of Interest is open until April 30, 2024 for interested parties to produce content, new imagery, design, print and distribute. |
| October 11, 2023 | GB | Tourism Advisory Committee. The Director CDTRP to arrange EOIs from interested persons to form the Tourism Advisory Committee. | In progress | Applications closed Feb 29, 2024. The report to March meeting of Council was deferred for consideration to April meeting 2024. Terms of Reference endorsed at November 2023 meeting. |
| October 11, 2023 | GB | Town Walk Maps: The Director CDTRP to ascertain if maps are still available for the Normanton and Karumba Walks. | Complete | March 2024: Small print 1,000 of each delivered to both VICs. Maps to be reviewed and updated as a part of the new Outback By The Sea tourism brochure. |
| October 11, 2023 | GB | Souvenir sales at the Normanton Visitor Information Centre. The Director CDTRP to work with the local businesses on this matter and develop local souvenir policy. | In progress | April 2024 update: Draft Souvenir Policy in progress. Local stock has been procured for this year and a strategy to shift excess stock has been implemented. |

Recommendation: For information.

2. FINANCIAL REPORT

BUSINESS PAPERS

| Row Labels | Sum of Current Budget | Sum of YTD Actual | Sum of Order Value | Sum of Total Actual |
|------------------------------------|-----------------------|-------------------|--------------------|---------------------|
| Operating Expenditure | | | | |
| Arts & Culture | 29,500 | 2,831 | 909 | 3,740 |
| Business Development | 0 | 4,268 | 0 | 4,268 |
| Child Care | 819,281 | 568,909 | 61,105 | 630,013 |
| Community Development | 306,227 | 56,204 | 0 | 56,204 |
| Community Donations | 96,000 | 40,541 | 0 | 40,541 |
| Community Events | 116,000 | 77,501 | 21,050 | 98,551 |
| Community Sponsorship | 0 | 286 | 0 | 286 |
| Cultural & Natural Heritage | 129,000 | 77,157 | 0 | 77,157 |
| Gym | 57,000 | 40,360 | 10,618 | 50,978 |
| Halls | 244,300 | 174,768 | 434 | 175,202 |
| Libraries | 140,777 | 119,764 | 400 | 120,164 |
| Recreational Sports Centre | 727,400 | 428,309 | 4,011 | 432,320 |
| Regional Economic Development | 4,000 | 3,500 | 597 | 4,097 |
| Rodeo Grounds | 147,000 | 85,624 | 6,017 | 91,641 |
| Sports & Recreation | 160,400 | 251,839 | 6,046 | 257,886 |
| Swimming Pools | 685,800 | 575,003 | 125,714 | 700,717 |
| Tourism Events | 500,210 | 261,003 | 56,159 | 317,163 |
| Youth Services | 0 | 411 | 0 | 411 |
| Operating Expenditure Total | 4,162,894 | 2,768,280 | 293,060 | 3,061,339 |
| Operating Income | | | | |
| Arts & Culture | -24,500 | -1,500 | 0 | -1,500 |
| Child Care | -137,500 | -317,008 | 0 | -317,008 |
| Community Development | 0 | -75,000 | 0 | -75,000 |
| Community Events | -52,000 | -49,395 | 0 | -49,395 |
| Gym | -30,000 | -40,300 | 0 | -40,300 |
| Halls | -21,500 | -45,901 | 0 | -45,901 |
| Libraries | -8,000 | -1,062 | 0 | -1,062 |
| Sports & Recreation | 0 | -4,650 | 0 | -4,650 |
| Swimming Pools | 0 | 0 | 0 | 0 |
| Tourism Events | -118,000 | -441 | 0 | -441 |
| Youth Services | 0 | -109,091 | 0 | -109,091 |
| Operating Income Total | -391,500 | -644,349 | 0 | -644,349 |
| Grand Total | 3,771,394 | 2,123,931 | 293,060 | 2,416,991 |

Recommendation: For information.

3. MONTHLY REPORT FOR VISITOR INFORMATION CENTRES AND LIBRARIES

Attendance 1 – 31, 2024

| Facility | Total | Notes |
|--------------------------|-------|--|
| Normanton VIC | 31 | Open Wed – Sun each week 9am to 12pm for a total of 21 days) |
| Normanton Library | 48 | |
| Karumba VIC | 68 | Open Fri – Tues each week 9am to 12pm for a total of 23 day) |
| Karumba Library | 22 | |

Road Closures

Cairns to Normanton Road closed from 17/02/24 – 29/02/24

Normanton to Karumba Road closed 18/02/2024 – 29/02/24

Karumba

BUSINESS PAPERS

Visitation has decreased 15.18% compared to March last year as we have had more road closures due to wet season flooding. In 2023, the roads closed on the 1st of January until mid-March in comparison to the same period in 2024.

- The Cairns to Normanton Road
 - Closed 18/02/24 – 16/03/24
 - Open 17/03/24 – 25/03/24
 - Closed 25/03/24 – 31/03/24
 - Open 01/04/24
- Normanton to Karumba
 - Closed 18/02/24 – 12/03/24
 - Open 13/03/27 – 21/03/24
 - Closed 22/03/24 – 27/03/24
 - Open 28/03/24
- Mount Isa to Normanton Road remained closed due to the Flinders River from the 3rd of February and re-opening again on the 28th of February and only closing again for 1 day on 27/03/24.

These road closures did have a significant effect on the Easter holiday visitation with many visitors either leaving early as the rivers were coming up again or delaying or cancelling their travel plans.

NORMANTON CAMP STATISTICS

Normanton free camp closed for the season on the 31st October 2023. The campgrounds are due to reopen around April 2024 or sooner depending on the wet season.

Recommendation: For information.

4. MONTHLY REPORT FOR NORMANTON AND KARUMBA POOLS (CAM COACHING)

| TOTAL ENTRIES | Adult | Child | Total |
|---------------|-------|-------|-------|
| Normanton | 214 | 364 | 578 |
| Karumba | 18 | 25 | 43 |

- In March, visitation was impacted due to the impact of the weather.
- Swim Club is finished for the year.
- The shade sail for Normanton has been repaired but will not be installed until next season due to the cold weather coming to maintain a usable water temperature.
- School lessons for the Gulf Christian College are completed with approximately 14 students gaining their Bronze Medallion equivalent with Swimming Queensland.
- Normanton State School will be commencing their swimming lessons in Term 2 with their newly appointed PE teacher.
- Karumba was very quiet this month due to the consistent flooding.
- An issue has been raised regarding bug infestation at the facility amenities. This has been deferred to the engineering department.
- Council is also addressing the issue of amenities and are creating access to the oval public bathrooms.

Recommendation: For information.

BUSINESS PAPERS

5. DEPARTMENT APPOINTMENTS

- Community Development Coordinator appointed to Amanda Farraway.
- Tourism and Events Officer – advertised.
- Seasonal workers – advertised.

Recommendation: For information

6. DEPARTMENT MEETINGS / CONFERENCE / WORKSHOP ATTENDANCE

- Department Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts – Community Resilience Officer positions
- Northwest Queensland Tourism Recovery and Resilience Program
- Normanton Local Level Alliance Meeting
- Gulf Savannah Tourism Group Meeting.

Recommendation: For information.

7. EVENTS

Community

The Community Development Department in collaboration with a number of agencies delivered a successful Youth Week, supported by First Nation Sport Funding.

Events were well attended including:

- Paint and Pizza with the Neighbourhood Centre (35)
- Nibbles and Nails with Imagine Beauty, Gidgee Healing (45)
- Healthy Hearts Program with Gidgee Healing (30)
- Talk is Tough – mental health awareness (120) including touch football games.

The Australia Day ceremony was successfully held at Karumba on April 20, 2024 following the re-opening of roads.

In the planning:

- ANZAC Day – Planning for Karumba and Normanton complete
- Call for committee members to assist with hosting the 2024 Gala Ball
- New sport program funded by Sport and Recreation - Department of Tourism, Innovation and Sport has started at Normanton Sport Centre on Thursdays and Fridays with an average of 50 young people attending each session. The new round of funding is open and Council will seek to expand the new program.

Outback By The Sea Festival Update

- Entertainment confirmed – Shane Howard, Fanny Lumsden, Split Image.
- Tickets went on sale through OzTix on April 16, 2024. Marketing and social media are live for concert promotion.
- Advertising in REX Magazine, Camping and Caravanning Magazine and Matilda Way magazine finalised. Council's social media platforms updated.
- Logistics are well underway, with cross department collaboration.
- Sponsorship prospectus has been launched.
- Calendar of events in draft form with expansion of activities to include Karumba and Normanton.
- The Ocean and Outback Film Festival website and social media platforms are live.

Recommendation: For information.

8. GRANT APPLICATIONS FINALISED

10b. Waiting outcome:

- Festivals Australia Fund - \$121,276.00 – Outback by The Sea Festival.

BUSINESS PAPERS

- Queensland Tourism Events Fund – Outback by The Sea Festival - \$25,000.00.
- Building Bush Tourism Fund – School Dam barbecues and bird hatches - \$200,000.00.
- North-West Queensland Economic Diversification Strategy – Explorers Experience - \$98,325.00.

Recommendation: For information.

Consultation (Internal/External):

- Chief Executive Officer
- Mayor
- Director Corporate Services
- Community Development Coordinator
- Executive Officer
- Manager Les Wilson Barramundi Discovery Centre
- Coordinator Les Wilson Barramundi Discovery Centre
- Karumba Sport and Rec Club and businesses
- Carpentaria Shire Pool Manager
- Library Coordinators
- Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust
- Peak Services
- James Cook University
- Central Queensland University
- Childcare Centre Director
- Chief Executive Officer - Gulf Savannah Development
- Local Schools
- Police
- Bynoe CACS Ltd
- Deadly Choices
- Gidgee Healing
- Sport and Recreation - Department of Tourism, Innovation and Sport
- Empire Touring
- Film Festivals Australia

Legal Implications:

- Local Government Regulation 2012
- Local Government Act 2009
- Water Quality Guidelines for Public Aquatic Facilities
- National Health and Medical Research Council's Guidelines for managing risks in recreational water
- Royal Life Saving Society Australia Guidelines for safe pool operations
- Australia Pool Standards

Financial and Resource Implications:

- Within allocated budget.

Risk Management Implications:

- Risk is considered low, to ordinary operations of Council.

BUSINESS PAPERS

11.2 COMMUNITY DONATIONS AND SUPPORT

Attachments: NIL
Author: Amanda Farraway - Community Development Coordinator
Date: 16 April 2024

Key Outcome: Day to day management of activities within the Economic and Community Development Department

Key Strategy: As per the Departmental Plan for Economic and Community Development

Executive Summary:

During the period since the March 2024 meeting of Council, the requests listed in this report have been received for consideration in the Carpentaria Shire Council Community Donations and Support program.

RECOMMENDATION:

That Council:

1. Considers the fee waivers presented for approval in this report;
2. Does not approve the request to waive gym fees for six members of the MOUNGIBI Football club valued at \$1170 and;
3. Notes the fee waivers approved under the delegation of the Chief Executive Officer since March 2024 meeting of Council.

Background:

Council has a Community Donations and Support program for events held in the Carpentaria Shire. There has been an expenditure of \$68,760.53 against the budget of \$96,000.00 related to local non-profit groups for the financial YTD which are displayed in the table. The requests listed for consideration in this report total \$1,320.00.

Budget

| Acct Code | Account | Current Budget | Actual | Variance \$ |
|-----------|--|----------------|---------|-------------|
| IK1000 | In Kind - Bynoe | 0.00 | 4772.72 | -4772.72 |
| IK1010 | In Kind - Carpentaria Kindergarten | 0.00 | 527.27 | -527.27 |
| IK1040 | In Kind - Gulf Christian College | 0.00 | 1345.93 | -1345.93 |
| IK1070 | In Kind - Karumba Recreation Club | 0.00 | 2746.49 | -2746.49 |
| IK1120 | In Kind - Normanton Rodeo | 0.00 | 4744.16 | -4744.16 |
| IK1130 | In Kind - Normanton State School | 0.00 | 4439.65 | -4439.65 |
| IK1140 | In Kind - Normanton Stingers | 0.00 | 2367.93 | -2367.93 |
| IK1200 | In Kind - Normanton Cricket Club | 0.00 | 768.16 | -768.16 |
| IK1230 | In Kind - Kurtjar Aboriginal Corporation | 0.00 | 181.81 | -181.81 |
| IK1252 | In Kind - Junior Rugby League | 0.00 | 0.31 | -0.31 |
| IK1256 | In Kind - Carpentaria Kindergarten Association | 0.00 | 580.00 | -580.00 |
| IK1258 | In Kind - Normanton Athletics Club | 0.00 | -2.09 | 2.09 |
| IK1265 | In Kind - Normanton Christian Centre | 0.00 | 354.55 | -354.55 |
| IK1557 | In Kind - Centacare NQ | 0.00 | 3900.00 | -3900.00 |
| IK1722 | In Kind - Aspire Cairns Community | 0.00 | 1205.47 | -1205.47 |

BUSINESS PAPERS

| | | | | |
|---------------|---|-----------------|-----------------|------------------|
| IK1723 | In Kind - Deadly Choices | 0.00 | 10590.90 | -10590.90 |
| IK1724 | In Kind - NAIDOC Dinner/Ball | 0.00 | 799.99 | -799.99 |
| IK1727 | In Kind - Heels & Reels | 0.00 | 409.09 | -409.09 |
| IK1728 | In Kind - Doomadgee State School | 0.00 | 709.10 | -709.10 |
| IK1729 | In Kind - Lynette Russell | 0.00 | 229.09 | -229.09 |
| | Approved fee waivers to be receipted post event | 0 | 28090.00 | -28090.00 |
| | * Total * | 96000.00 | 68760.53 | -68760.53 |

Donations and Fee Waivers for Council Consideration

1. Mougibi Football Committee has requested a fee waiver for the use of the Normanton Gymnasium for six members of their club for three days a week for six months valued at \$1170.00. Council recommends that this fee waiver not be approved as it sets a precedent for all sporting clubs to request a fee waiver on gym fees.

| | |
|--------------------------------------|-------------------|
| Gymnasium fee hire x 6 pax x 6months | \$1,170.00 |
| Total | \$1,170.00 |

Donations approved under the delegation of the Chief Financial Officer

1. Blue Gum Farm TV has requested the fee waiver for the hire of the Normanton Shire Hall on May 8, 2024 valued at \$150.00 to provide "The Border Collie Boogie" Children's theatre experience which is a 30-minute show (designed for children aged 0-6yrs, but suitable for the whole family) plus a 45-minute theatre workshop (for children aged 5 -12yrs). The show features Cilla & Ash from ABC's Muster Dogs.

| | |
|-------------------------------|-----------------|
| Normanton Shire Hall fee hire | \$150.00 |
| Total | \$150.00 |

Approved donations for 2024/2025 budget:

1. Gulf Christian College fee waiver for \$580.00 for the hire of the table and chair trailer for the Year 6 graduation to be held on 2 December 2024.
2. Gulf Christian College fee waiver of \$390.00 for the hire of the Normanton Shire Hall for on 5 December 2024 for the annual awards night.
3. Normanton State School fee waiver of \$390.00 for the hire of the Normanton Shire Hall on 25 November 2024 for the end of year awards ceremony.
4. Normanton State School fee waiver of \$2,110.00 for the use of the John Henry Memorial Oval on 18/19 July, 2024 for the Gulf District Athletics Carnival.

Consultation (Internal/External):

- Chief Executive Officer
- Finance Manager
- Tourism and Events Officer
- Customer Service Officer
- External stakeholders (applicants)

BUSINESS PAPERS

Legal Implications:

- Community Donations and Support Policy.

Financial and Resource Implications:

- The requests in this report total \$1,320.00.

Risk Management Implications:

- Risks are within the normal operations parameters

BUSINESS PAPERS

11.3 ADVISORY COMMITTEE UPDATES TOURISM AND ECONOMIC DEVELOPMENT

| | |
|----------------------|--|
| Attachments: | 11.3.1. Economic Development Action Plan ↓ 11.3.2. Outback By The Sea Tourism Strategy ↓ 11.3.3. Terms of Reference Economic Development Advisory Committee 2023 ↓ 11.3.4. Terms of Reference Tourism Advisory Committee 2023 ↓ |
| Author: | Anne Andrews - Director Community Development, Tourism & Regional Prosperity |
| Date: | 18 April 2024 |
| Key Outcome: | Day to day management of activities within the Economic and Community Development Department |
| Key Strategy: | As per the Departmental Plan for Economic and Community Development |

Executive Summary:

At the November 2023 meeting of Council, Council endorsed the recommendations of the Economic Development Strategy and Outback by The Sea[®] Tourism Strategy to establish Advisory Committees to assist Council to deliver the recommendations and actions from the two strategies. Expressions of Interest closed on February 29, 2024. This report was presented to Council at the March 2024 meeting but was deferred for consideration of the new Council. The report considers the options for Council to action the committees.

RECOMMENDATION:

That Council:

1. Notes the information and considers options for the committees including:
 - a. Keep both committees and plan for inaugural meetings in the first week of May 2024.
 - b. Merge the two committees into one, being the Economic Development Advisory Committee with a tourism industry sub-committee. This will require an assessment of the Terms of Reference and membership base with a report being returned to the April meeting of Council for consideration; and
2. Write to applicants advising them of the above outcome.

Background:

At the November 2023 meeting of Council, Council endorsed to establish a Tourism Advisory Committee and Terms of Reference. (Resolution No: 1123/026). The Advisory Committee was a recommended action from the Outback by The Sea[®] Tourism Strategy in 2021 and further endorsed by Council in 2023 to implement actions of the strategy.

At the same meeting, Council endorsed to establish an Economic Development Advisory Committee as recommended in the October 2020 Economic Development Strategy and updated 2023 strategy and action plan. The report also endorsed Terms of Reference for the committee. (Resolution No: 1123/028).

Subsequently, calls for Expressions of Interest for both committees were advertised in the Council newsletter, on social media and on community noticeboards across December 2023 and January 2024 and extended to include February 2024. Applicants were notified by email that the Expression of Interest period had been extended by one month. EOIs closed on February 29, 2024.

Tourism Advisory Committee

BUSINESS PAPERS

The Tourism Advisory Committee is to be made up of the following representatives.

- Mayor
- All Councillors
- Chief Executive Officer
- Director Community Development, Tourism and Regional Prosperity
- Manager Les Wilson Barramundi Discovery Centre
- Carpentaria Land Council Aboriginal Corporation
- Bynoe CACS Ltd
- Member from each Traditional Owner Group
- Tourism product / experience
- Accommodation
- Retail/Food
- Transport
- Business Representative

At the end of the advertising period, Council had received six Expressions of Interest from industry representing retail/food, transport, visitor experience, accommodation and property management. Applicants will be tabled at the meeting.

Economic Development Advisory Committee

The Economic Development Advisory Committee makeup includes representatives from:

- Bynoe CACS Ltd
- Carpentaria Shire Council
- Carpentaria Land Council Aboriginal Corporation
- Member from each Traditional Owner Group
- Agriculture representative
- Fishing representative
- Tourism representative
- Business representative
- Chief Executive Officer of Gulf Savannah Development (GSD).

At the end of the Expression of Interest period, Council had received four applications for membership of the Tourism Advisory Committee representing retail/food, accommodation transport and community. Applicants will be tabled at the meeting.

Crossover

Of the 10 applicants for the two committees, two have nominated for both committees.

Given the difficulty in filling all positions, Council has the opportunity to reassess the makeup of the committees, including maintaining both or merging the two.

Consultation (Internal/External):

- Mayor
- Chief Executive Officer
- Applicants

Legal Implications:

- Advisory Committees may be established in accordance with section 265 Local Government Regulation 2012.
 - (1) An advisory committee—
 - a) must not be appointed as a standing committee; and
 - b) may include in its members persons who are not Councillors.
 - (2) A member of an advisory committee (whether or not they are a Councillor) may vote on business before the committee.
-

BUSINESS PAPERS

Financial and Resource Implications:

- Within normal operational parameters.

Risk Management Implications:

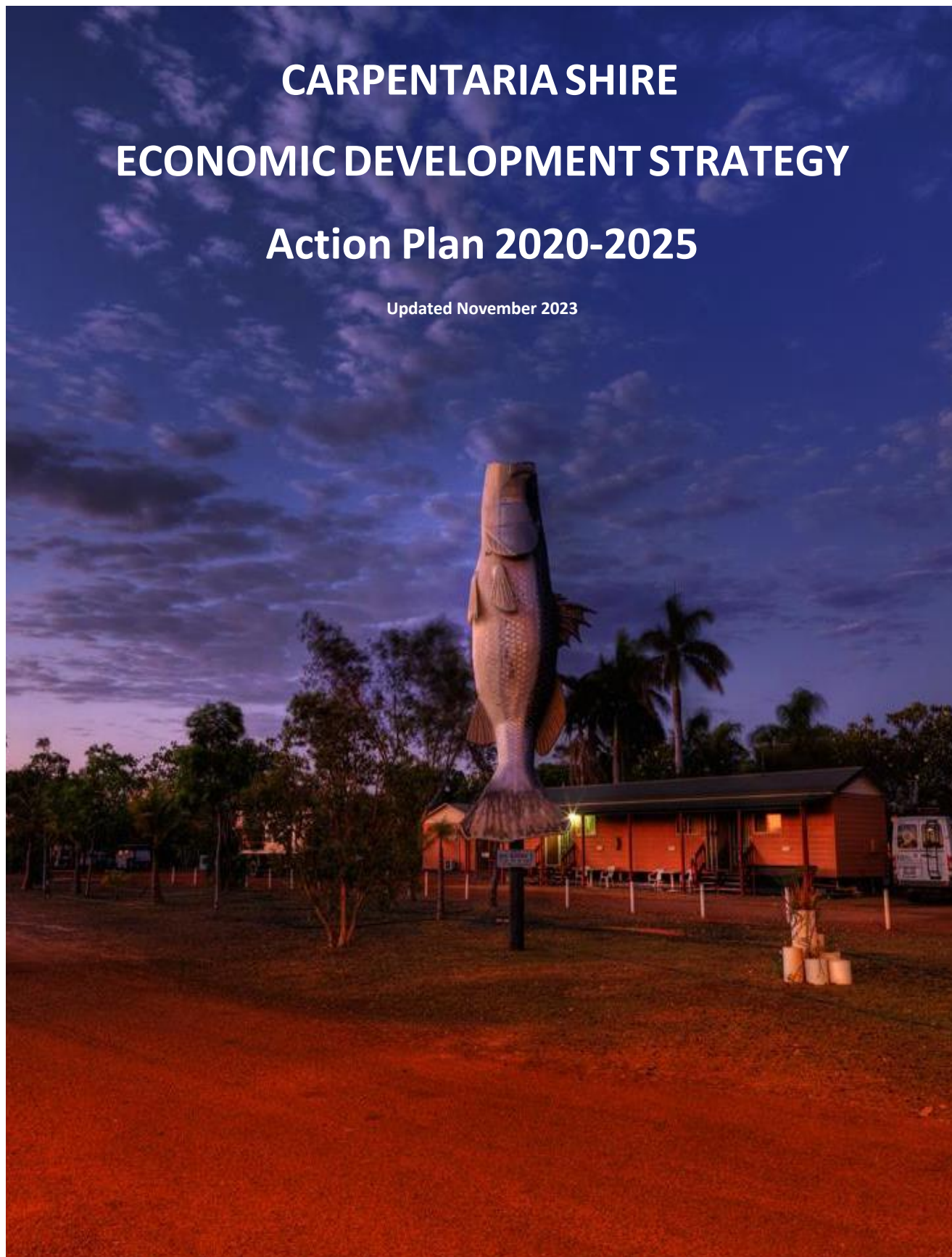
- Workplace Health and Safety risk is assessed as low.
- Financial risk is assessed as low.
- Public perception and reputation risk is assessed as medium.

CARPENTARIA SHIRE

ECONOMIC DEVELOPMENT STRATEGY

Action Plan 2020-2025

Updated November 2023



The Carpentaria Economic Development Strategy 2020 – 2025 was adopted in October 2020 and contains projects that will be worked on over the five-year timeframe. It outlines industries, tourism and local agencies that all play a role in the current economy for the Shire.

The primary purpose of the Economic Development Strategy (EDS) is to support Council and the community to grow the economy in a strategic and planned manner.

The strategy identifies a vision, key opportunities, and short to medium term actions that have been developed in consultation with all levels of government, business, industry and the community.

This updated action plan provides Council and the Carpentaria Community with a progress report of what has been completed and a timeline to complete the remaining actions.

To request a copy of this plan, please contact Council or, alternatively, you can download a copy from our website www.carpentaria.qld.gov.au

Normanton Administration Centre:
29-33 Haig Street, Normanton

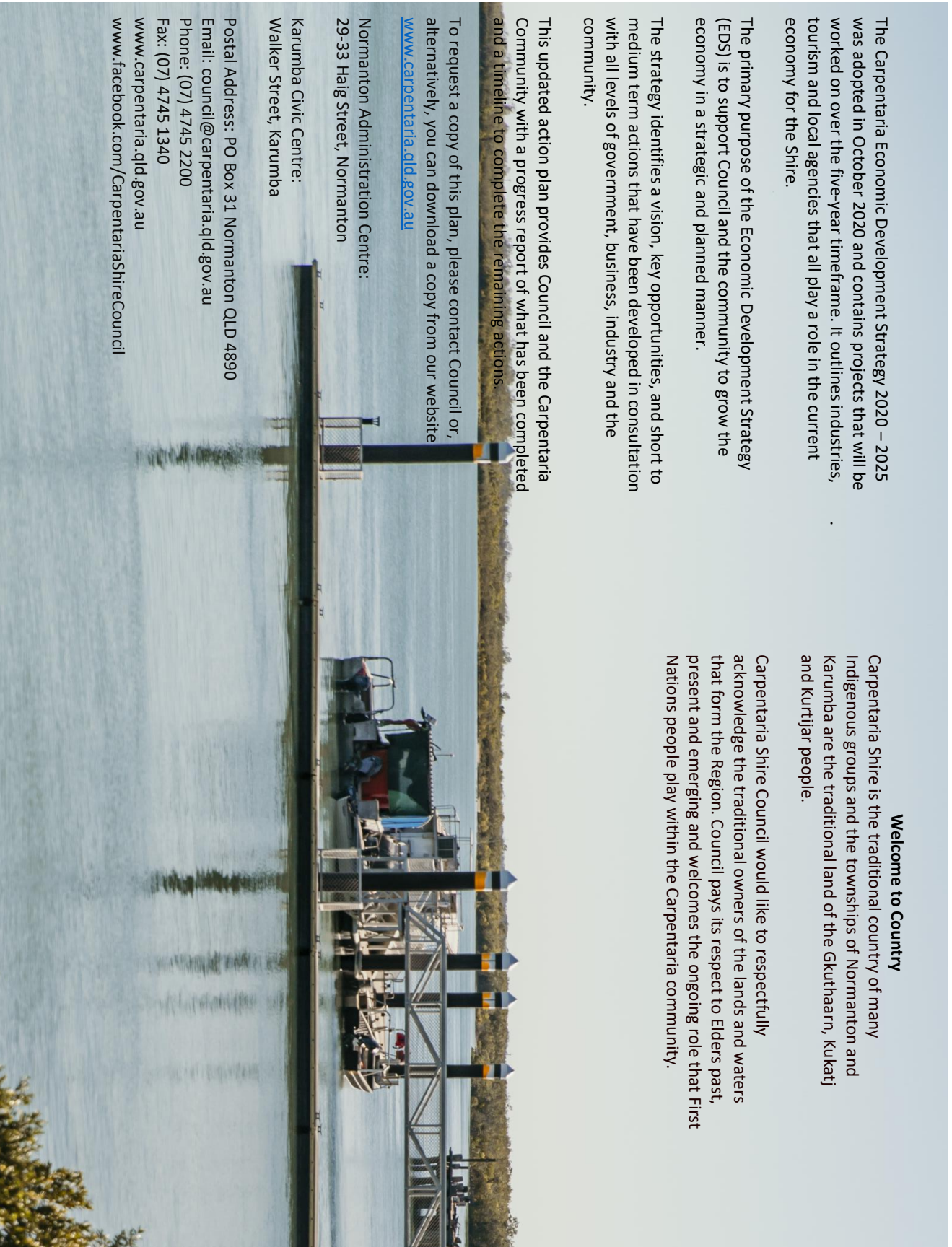
Karumba Civic Centre:
Walker Street, Karumba

Postal Address: PO Box 31 Normanton QLD 4890
Email: council@carpentaria.qld.gov.au
Phone: (07) 4745 2200
Fax: (07) 4745 1340
www.carpentaria.qld.gov.au
www.facebook.com/CarpentariaShireCouncil

Welcome to Country

Carpentaria Shire is the traditional country of many Indigenous groups and the townships of Normanton and Karumba are the traditional land of the Gkuthaarn, Kukatj and Kurtijar people.

Carpentaria Shire Council would like to respectfully acknowledge the traditional owners of the lands and waters that form the Region. Council pays its respect to Elders past, present and emerging and welcomes the ongoing role that First Nations people play within the Carpentaria community.



Carpentaria Shire Economic Development Strategy 2020 – 2025 Action Plan

Tourism

Our community embraces new and growing opportunities that promote the region's rich natural environment

- *Implement and link local and regional Strategies.*
- *Identify and grow natural attraction and tourism opportunities*
- *Extend shoulder tourism seasons*
- *New possible ways for new business opportunities from our agricultural products.*

| Actions | Lead | Partner Stakeholders | Key deliverables | Status Report | Dates due |
|---|---------------|---|--|--|--|
| Develop adventure and outback, indigenous and cultural experiences. | CSC DCDTRP | Local Indigenous Groups DTIS – Tourism Division | Expand tourism products, experiences and businesses. | See Outback by the Sea Tourism Strategy 2021. | 2025 |
| | | | Additional experiences to retain visitors within Carpentaria Shire longer, thereby increasing revenues from tourism. | | |
| Release the Carpentaria Shire Council Tourism Strategy 2010-2022. | CSC DCDTRP | DTIS Local Tourism operators, Local Indigenous Groups | Develop and deliver Strategy. | Outback by the Sea Tourism Strategy adopted Feb 2021. | Strategy delivered. Review Strategy in 2025. |
| Progress actions within the Tourism Strategy. | CSC DCDTRP | Local tourism operators DTIS Local Indigenous Groups | Establish advisory committee. | Implementation Plan currently being drafted. EOI for Advisory Committee to be advertised. Draft Terms of Reference for Advisory Committee presented to November 2023 Meeting of Council. | Plan to be drafted by end Aug 2023. Advisory Committee established by Dec 2023. |

| | | | | | |
|---|------------|--|--|---|---|
| Gulf Savannah Farm Station Stay manual. | GSD CEO | CSC to assist distribution | Manuals to be completed. | Completed manual (parts 1 and 2) to be disseminated to station owners and available on Council's website. | Oct 2020 - completed. CSC to disseminate and promote by end December 2023. |
| Development of the Normanton Centre. Monsoon | CSC DCDTRP | GTM Bynoe DTIS | Feasibility study completed 2009. Study to be reviewed 2023. Funding application to be submitted. | Applications have already previously been submitted but were unsuccessful. New applications may have to be differentiated from previous applications. | New application submitted by June 2025 if appropriate funding source is identified. |
| Indigenous tourism products from retail to wholesale. | CSC DCDTRP | Traditional Owner Groups CLCAC Bynoe GSD DTIS Indigenous Advisory Team | Workshop with Indigenous groups and businesses. EOI to be developed for supply to VICs run by CSC. | Workshop is planned for October and November. EOI currently in draft format. | Oct - Dec 2023 – workshop. EOI to be sent out by end 2023. |
| Develop new destination marketing material. | CSC DCDTRP | GSD Local Tourism Businesses QR DTIS NWMP Team | Outback by the Sea material is updated and new destination website implemented. | Collateral is updated and being disseminated in VICs. Operators to be contacted also for inclusion of distribution. Small business Commissioner visit in August 2023 provided an opportunity to engage with local businesses. | Complete, material to be reviewed by June 2024. |

| | | | | | |
|--|------------------------|---|---|---|---|
| Development of the Mutton Hole Wetlands. | CSC DCDTRP Bynoe | Local Indigenous Groups GSD DTIS – Tourism Division | Explore future sustainable business models to promote and enhance the visitor experience. Provide recommendations to Council. | Review of relevant existing websites and marketing is currently underway. | Report to Council by June 2024 |
| Gulf Savannah Regional Branding. | GSD | Regional tourism groups DTIS CSC | Report has been adopted and recommendation to focus on tourism rather than food. | Outback by the Sea branding is currently on most websites and documents but an audit is currently underway to maximise future exposure. | Audit and recommendations to ELT by September 2024. |
| Development of the Early Explorers Display – Burns Philp Building. | CSC DCDTRP | Regional Tourism Group University CSC | Engage with universities to ascertain if they are able to assist with research for the early explorers within the Southern Gulf Region. Development of Business Case to attract funding for the Display. | Early discussions with two separate universities to ascertain appetite to assist. | Engage with university to commence research by June 2024 Business Case to be developed by June 2025. |

| | | | | | | |
|--|-----------------------|---|--|--|------------------|--|
| Agriculture As a region, we recognize actions that promote growth in agricultural related activities. <ul style="list-style-type: none"> Look at how we can grow the agricultural potential of the region. Seek new possible ways for new business opportunities from our agricultural products. | | | | | | |
| Regional branding and marketing of local products including beef, prawns, and fish. | Local business groups | Karumba Prawns CSC Local fishing operators Local beef producers | Karumba Prawns brand (Austral Fisheries) markets produce nationally – explore opportunities to expand. Establishment of local outlets and partnerships to promote local brand. | Meeting with the FIAL is currently being sought to explore opportunities and partnerships. | Ongoing | |
| Investigate the potential for value-add opportunities within the beef supply chain industry. | CSC Beef producers | Peak Bodies Agriculture | Supply chain opportunities investigated with focus group. | Focus group workshop planned for March 2024. | By June 2024 | |
| Investigate diversified agricultural opportunities such as broadacre cropping. | GSD | Landowners CSC | Trials to be undertaken. | Cropping trials established include Protected cropping, sorghum, sesame seed. | Ongoing | |
| Fishing We want to be recognized as having a sustainable, strong and balanced fishing industry. <ul style="list-style-type: none"> Look at ways of maintaining the viability of our commercial and recreational fishing. Explore the potential for artificial reefs to attract fishing and tourism activities. | | | | | | |
| Create a fishing habitat off Karumba to increase recreational fishing. | NGRM | CSC DCDTRP | Grant prepared and submitted. | Council is working on a project to create an artificial reef. | By December 2023 | |
| Work with commercial and recreational fishing groups to improve sustainability. | NRM Groups | CSC DCDTRP | Regular meetings with groups, action plans developed | Action plan developed with local groups. | Ongoing | |

| | | | | | |
|--|-----------------------|---|--|--|---|
| Community We are a community where more people will want to live, visit and experience. <ul style="list-style-type: none"> • We will work to maintain and grow our community services for locals and visitors. • Explore how we can recognize and promote the attributes of living and working in the Shire. | | | | | |
| Progress Liliyale subdivision. | CSC | Real estate agent appointed | First stage released and second planned 2024/2025 | First stage released September 2023 | December 2023 (first stage - sold) |
| Enhance networking to share good stories to promote community pride. | CSC DCDTRP | Business networks and community groups | Three press releases (3) and four (4) networking events per year facilitated by Department CDRP. | Karumba 150 celebrations successfully delivered. Small Business Commissioner visit in August. Charity Ball August August 2023. | Yearly and ongoing |
| Improve digital connectivity across the Shire. | CSC Telstra GSD | Network providers | Advocate for better digital connectivity – 4 meetings with providers advocating per year. | Telstra and Starlink have announced a new partnership recently - July 2023. | Ongoing |
| Identify gaps and address gaps in training and employment. | Bynoe | TAFE Employment Network Agencies, Local Business DSBET Education Qld CLCAC | Gulf Training Academy to be operating and TAFE site to be reactivated. Four advocacy pieces per year including meetings arranged. | A meeting took place in early July with Dept Education and local stakeholders. | Ongoing |
| Karumba Point Foreshore Protection. | CSC | DSDILGP | To enhance tourism experience. Grants to be applied for. | Stabilising of foreshore occurring through additional sand placement. Kurumba Town Plan | June 2024 – stabilisation works complete. |

€

| | | | | | |
|--|-----------|--|---|---|---|
| Further development of the Karumba Port. | CSC | Townsville Port, Local business operators using Port | At least three meetings with key stakeholders per year to advocate. | Mayor and CEO are attempting to schedule a meeting with Townsville Port in relation to the Port Operations. This is part of election ask from NWQROC and WQAC \$200,000 secured by GSD to develop Business Case for Port development. | Ongoing |
| Establishment of an agricultural training academy or TAFE related courses. | Bynoe CSC | TAFE DYIESBT | Re-establishment of an academy and TAFE in Normanton campus. | A meeting took place in early July with Dept Education and local stakeholders. | June 2024 TAFE announced in October 2023 that it will reopen Normanton Campus for Get Job Ready Courses on January 2024. |

| | | | | | |
|--|-------------------------------|------------------------------|--|---|--------------------------------------|
| Small business We support our small businesses and welcome new business opportunities. <ul style="list-style-type: none"> • <i>Encourage locals and visitors to spend and purchase more in the region.</i> • <i>Introduce and actively encourage a "Buy Local" program.</i> • <i>Increase the uptake of new technologies by the business community.</i> | | | | | |
| Identify and support existing businesses needs to be more competitive. | CSC CEO Mayor DCDTRP | DYIESBT | Sign Small Business Charter with Small Business Commissioner. | August 2023 Small Business Friendly Accelerator Action Plan Completed and sent to Small Business Commission Digital marketing and grant writing workshops delivered in October 2023 | Complete |
| Identify and support small business support activities. | CSC DCDTRP CDO | DSDTI NWQRO | At least 20 small business support services and engagements provided per year | As measured in Customer Service spreadsheet | Ongoing |
| Support local business to expand, grow and modernize, | CSC DCDTRP | DYIESBT NW QRO | At least 20 small business support services and engagements provided per year | As measured in Customer Service spreadsheet | Ongoing |
| Working together We believe having productive partnerships between government, business, industry and community is important. <ul style="list-style-type: none"> • <i>Seek opportunities to share resources.</i> • <i>Look for and develop projects that will grow our community and economy. Secure reliable digital connectivity that is used across the Shire and region.</i> | | | | | |
| Plan and action a pathway to make new residential and commercial land available. | CSC | LHAPAC | DCDTRP to work with Strategic Planners to identify further opportunities. Report to Council. | Some work completed and presented to Council. Available on website under the Advocacy Tab. | June 2024 |
| Work with Traditional Owners on land requirements – cultural monitoring. | CSC Bynoe | CLCAC TO Groups | Establish working group. | Call EOI in late 2023 | Group to be established by June 2024 |
| Pursue funding to install a digital connection between Normanton and Karumba (Optic Fibre) | CSC | GSD DSDILGP DTIS NWQRO | Application to be prepared. Advocacy to take place (2 meetings per year) If successful engage Telstra to install Fibre. | Funding successful Telstra engaged to install Fibre Optic Cable | Completed |

Stakeholder list

Bynoe – Bynoe CACS
CLCAC – Carpentaria Land Council Aboriginal Corporation
CDO – Community Development Officer
CSC – Carpentaria Shire Council
CSC DCDTRP – Carpentaria Shire Council, Director Community Development, Tourism and Regional Prosperity
GSD - Gulf Savannah Development (CEO – GSD Chief Executive Officer)
DCDTRP
DSDILGP – Department of State Development, Infrastructure, Local Government, and Planning
DTIS – Department of Tourism, Innovation and Sport
DYJESBT – Department of Youth, Justice, Education, Small Business and Training
LHAPAC – Local Housing Action Plan Advisory Committee
Natural Resource Management Groups - Gulf Savannah NRM, Southern Gulf NRM
NWQROC- North West Queensland Organisation of Councils
TAFE – Qld TAFE

OUTBACK BY THE SEA®

TOURISM STRATEGY

March 2023



To manage the Outback by the Sea® as a destination in which tourism, industry, government, and community leaders plan for the future, facilitate and manage the economic growth attached to tourism and market and promote the Outback by the Sea® brand.



CONTENTS

PAGE

Executive Summary

3

Our Place – this is the Outback by the Sea®

4-5

Situation Analysis

6-9

Market Value

Our Partners

Market Segments

Seasonality

Strategic Objectives

1. Outback by the Sea® Tourism Framework

10-11

2. Develop and Deliver Quality Experiences & Events

12-14

3. Increase visitation, length of stay, average spend

15-16

EXECUTIVE SUMMARY

Vision

To be on the bucket list of travelers in Australia and to be known as the Outback by the Sea® - where adventure, nature and culture come together.

Mission

Create employment, wealth, and well-being for the community by delivering authentic Outback by the Sea® Tourism Experiences.

Strategic Objectives

1. Establish benchmarks and best practice for the Outback by the Sea® Tourism Framework
2. Develop and deliver quality experiences and events
3. Increase visitation, length of stay and average spend

Core Values

Service

Deliver fantastic service with a great attitude – our Outback by the Sea® is a friendly place!

Governance and integrity

Good tourism governance and leadership for our region, which is based on integrity, honesty and transparency, and delivers great outcomes through good stakeholder management.

Innovation

Be bold, be different, take risks – with product development, delivery and promotions.

Community

Strong community partnerships and sense of ownership across all peoples and businesses.

Hero Experiences

Outback

- Birdwatching
- Morning Glory Clouds
- Camp #119
- Mutton Hole Wetlands
- Indigenous Stock Workers, Working on Cattle Stations – Aboriginal Women's Stories and Rodeo Riders Displays
- Cultural tours (Bynoe)

Outback & Sea

- Barramundi Discovery Centre and Hatchery
- Outback by the Sea Festival

Sea

- Fishing Comps Normanton, Karumba, Burketown
- Sunsets over the ocean
- Fishing charters and heli fishing
- Croc Spotting and sunset cruises

Key Priorities

- Early Explorers Display Normanton
- Mutton Hole Wetlands & Boardwalk
- Indigenous tourism

Key Strengths

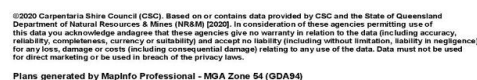
- accessible via sealed road
- amazing sunsets
- Barra Centre & Hatchery
- unique nature and wildlife
- renowned fishing destination
- Barramundi breeding programme, supporting sustainable fishing
- vibrant communities with strong indigenous representation
- genuine and authentic experiences and product
- great variety of fresh seafood and cattle
- Visitor Info Centres

Key Opportunities

- Increased community engagement
- Expand Outback by the Sea Festival, events in general
- Strategic partnerships
- Government grants
- Year of accessible tourism 2023
- Increased visitation into 'wet season'
- Free camping for self-sufficient campers



There is a range of employment and business opportunities based around the region's growing tourism industry and its location on major drive



routes such as the Savannah Way and Matilda Way. Development of new products, to cater for new tourism market segments and changing consumer preferences, is considered an important opportunity that would further grow and diversify the industry. The small business sector is also considered to have opportunities to service a growing population and a growing economy.

The spectacular natural environment of the Southern Gulf Region ranges from eucalyptus woodlands in inland areas through to lowland coastal plains, pristine wild rivers, and seasonal wetlands to the rich marine resources of the Gulf of Carpentaria. Extensive mangrove forests, vast salt pans, estuaries, beaches, rocky shores, large seagrass beds, reefs and other marine areas typify the landscape.

The area is particularly significant for the extent and continuity of its wetlands and its importance as a rich breeding habitat for many waterbird and shorebird species and encompasses many areas of high cultural significance to Traditional Owners.

The Gulf represents a majestic union of two disparate worlds, where the Outback's red dirt, black soil plains, hard ridges, outcrops and fine Savannah soils meet the Sea with wetlands, mangroves, salt pans and the open ocean. In these parts, Mother Nature reigns supreme.



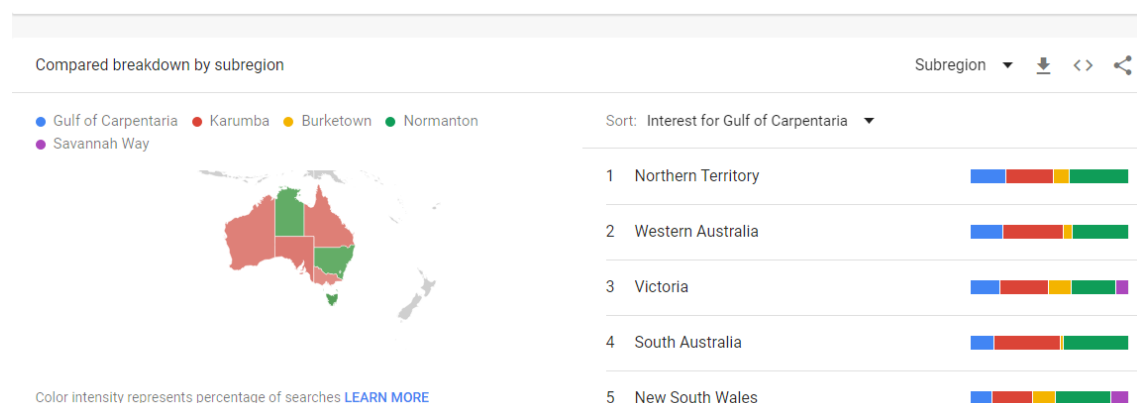
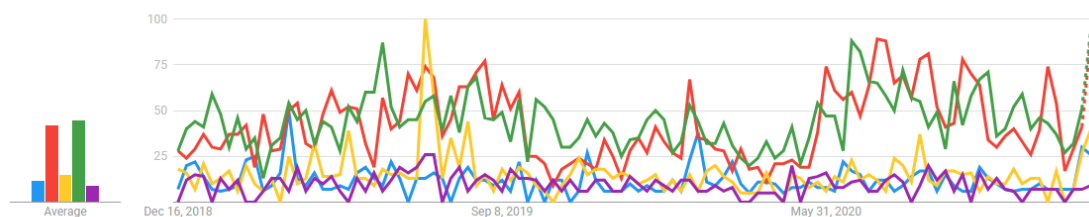


SITUATION ANALYSIS

Market and brand Value

Tourism and hospitality are key industries and major contributors to Australia's economy.

Google Trends over the last couple of years, showing a definite increase in interest for Karumba and Normanton with the launch of the Barramundi Discovery Centre, as well as the implementation of the Digital Strategy earlier this year. Brand awareness for the Savannah Way is comparatively small.



The last detailed visitor analysis was undertaken in 2018 through Gulf Savannah Development (GSD), with the value of tourism to the area estimated at \$69.8m in 2017. This consist of around 55,000 visitors staying an average 13 days and spending around \$97 per day.

Most visitors are from within Queensland, followed by NSW and VIC. The survey also highlighted that 91.6% travelled in 4WD vehicles, with the majority travelling different forms of transportable accommodation including 59.6% towing a caravan, 18.6% towing camping trailers, 10.8% in campervans and 8.7% in motorhomes. The high percentage of 'caravanning' amongst the region's visitors is reflected in the usage rates for the accommodation types. The survey showed that 69% of visitor nights were spent in caravan parks or commercial camping grounds, with 24% of visitor nights being spent in 'bush' or free camping sites and only 5% of visitors choosing to stay in hotel/motel accommodation.

Our Partners

Industry

- Tourism Events Queensland (TEQ)
- Outback Queensland Tourism Association (OQTA)
- Tourism Tropical North Queensland (TTNQ)
- Queensland Tourism Industry Council (QTIC)
- Transportation providers (Gulflander, Rex, Trans North, Qantaslink etc)
- Travel bookers (Retail, Wholesale and Inbound- Helloworld currently a key partner)

Community

- Local and regional tourism suppliers
- Community organisations and residents
 - BYNOE, CLCAC Indigenous Rangers
 - Rodeo Committee
 - Gulf Barramundi Restocking Association and other Gulf re-stocking groups

Government

- State and regional Government Departments
 - ROC's (NWQROC)
 - Western Queensland Alliance of Councils (WQAC)
 - Arts Queensland
 - State Development and Infrastructure
 - Museums Queensland
- Neighbouring and regional Local Governments
- Neighbouring and regional Visitor Information Centres

And most importantly: all residents and visitors to the Carpentaria Shire

Market Segments

High value Travellers:

- **50+ travelling without children**
more spare time allows them to pursue a variety of interests
 - domestically, most live in Melbourne or Sydney, but 21% in regional NSW and VIC – largest segment of visitors to the region, which is why the state borders reopening is being pursued by operators
 - half now retired and more spare time on their hands allows them to pursue a variety of interests
 - broad TV repertoire, with high consumption of news and other information channels as well as game shows, dramas, and home improvement. Travel magazines are also more popular than average amongst this group and they will pick up brochures and maps from the VIC's
 - digitally well connected
- **Travelling with children**
Juggling busy careers, social commitments, and family life
 - Affluent families Juggling busy careers, social commitments, and family life
 - Most live in capital cities, working full or part time, while some focus on home duties
 - Kids channels often on TV as well as family dramas and cooking shows
 - For those reading magazines, more are interested in gossip/entertainment, home decorating and health
 - Living in the digital world
- **18-49 travelling without children**
They can afford to spend a little more and live freely
 - Majority live in metropolitan areas and work in white collar jobs
 - Working hard means they can afford to spend a little more and live freely
 - Highly engaged with social media, and enjoying comedy, drama, music, entertainment, lifestyle, and fashion in their mainstream media repertoire

Groups:

- **Coach Tours**
 - and VIC – largest segment of visitors to the region
 - half now retired and more spare time on their hands allows them to pursue a variety of interests
- **Educational tours**
 - Schools and universities

- **Tag-along tours**
 - Organised Adventure seekers
- **Special Interest groups (fishing, bird watching etc)**

Split of market segments:

Visitation has been dominated by the Grey Nomad segment, followed by families and tour groups, but with the current global pandemic the actual split may change in the course of 2021, as people are unable to travel overseas and explore their backyard.

The Outback is considered a safe destination, no virus and plenty of wide-open spaces, and marketing funds are being diverted from international campaigns to domestic ones, including a push for Drive North Queensland.

The development of our product is geared towards any of the target segments.

Seasonality

Tourism to the the Outback by the Sea® is generally restricted to April – October, with a lot of operators closing for the summer months.

The challenge and the opportunity are to extend the season, opening different markets such as bird watching and Morning Glory cloud experiences.



Strategic Objectives

1. Establish benchmarks and best practice for the Outback by the Sea® Tourism Framework
2. Develop and deliver quality experiences and events
3. Increase visitation, length of stay and average spend

1. Outback by the Sea® Tourism Framework – effective 01 July 2023

Destination Champion/Consultant – Outback by the Sea®:

- Contract role (Vendor Panel)
- Funding requirement: approx. \$70k per annum (\$12k digital strategy, \$15k Outback by the Sea Event Management, around \$3,500 per month for other activities/responsibilities as listed below)
- reporting to CEO and Council and lead/spokesperson for Destination Committee

Overall Objective:

Lead the Outback by the Sea® Committee to drive sustainable tourism growth outcomes and liaise with industry, trade, and tourism stakeholders in the key domestic and international markets.

Responsibilities:

- **Destination Marketing**
 - drive digital media, including Facebook and Instagram
 - destination website development and maintenance – possibly part of the CSC site (Discover Carpentaria – www.discovercarpentaria.com.au), links to Barra Centre
 - tradeshow
 - Gulf Country booklet – rename 'Outback by the Sea'

- **Industry Development**
 - advocate and advise in an ongoing process to deliver the vision, mission, and strategic goals of the destination
 - building capabilities, i.e., delivery of digital toolkit
- **Experience and Event development, including running the Outback by the Sea Festival**
 - more product on to ADTW and Best of Queensland
 - coordinate event timings
 - Pursue other key tourism developments including Mutton Hole Wetlands and indigenous tourism opportunities
- **Economic development – increase yields**
 - Lead tourism strategy and actions
 - access and drive grant opportunities
 - work with council on supporting infrastructure priorities such as roads/access
 - align strategies with DMO's
 - Assist with Award opportunities (RTO/QLD and National)

Outback by the Sea® Committee – industry led:

Purpose: feedback, advise → action through
Destination Champion/CEO/Consultant

Members:

- In accordance with Advisory
Committee Structure adopted by
Council



| Action | Who | When |
|---|-----|------------------|
| Form Committee | CEO | By 01 April 2023 |
| Appoint a Tourism Champion/s/Consultant | CEO | 01 July 2023 |
| Engage stakeholders, including potentially other councils | CEO | By 01 April 2023 |



2. Develop and deliver quality experiences and events

Defining our experiences

What are our unique destination assets?

- The only Gulf beach accessible via sealed road
- Renowned for Fishing – in the Gulf and the rivers and creeks
- Unique nature and wildlife – hand-feed barramundi at the Barramundi Discovery Centre and Hatchery in Karumba
- Saltpans and wetlands – twitchers paradise
- Rich indigenous history

“Australia’s Indigenous culture sets it apart from countries around the world. The culture and its relationship with our extraordinary landscapes, combine to provide travellers with a truly unique experience. There is no question that such an experience is becoming more and more important to Australians and international visitors planning to explore this vast country.

An Indigenous experience is now an essential element of the Australian tourism experience.”

Aden Ridgeway, Executive Chairman,
Indigenous Tourism Industry Advisory Panel

What is special about our product?

We have the most iconic tourist attraction in the Gulf Savannah

Les Wilson Barramundi Discovery Centre

We have rich indigenous culture and natural assets

Indigenous Stock Workers Rodeo Riders Displays and Working on Cattle Stations –
Aboriginal Women's Stories in Normanton
Mutton Hole Wetlands and Saltpans

We have fantastic sunset experiences

Karumba Point: Sunset Tavern, Ash's and End of the Road
Ferryman cruises, Croc & Crab cruises

We have great fishing charters

Heli Fishing
Kerry D Charters
Karumba Fishing Charters

We have spectacular events

Outback by the Sea Festival

What is unique about our service?

We consist of small and remote Shires with friendly and inclusive communities

Our local businesses look after all visitors and provide great customer service

from supermarkets, chemists, bakeries, butchers, petrol stations, visitor information centres and tourist operators

Product development priorities

Remaining Focus areas from the Carpentaria Community Plan 2012-2022

We need to broaden the tourism experience available including: -

1. Re-introduction of the Sunset Tour and Billy Tea Tour on the Gulflander. **(Queensland Rail)**
2. Establishing bird watching tours around regional wetlands including the establishment of bird hides.
3. Introducing indigenous experience tours to introduce tourists to local art, dance, culture, and country.
4. Exploring niche elements of the experience tourism sector including photography, astronomy, and other eco-tourism opportunities.

Encourage tourists who are likely to spend more per day through the development of short stay visitor packages that focus on key iconic visitor attractions in the region.

Encourage the establishment of high standard visitor lodging and dining in B & B style accommodation.

We can improve the experience for tourists by improving directional and information signage, town entry features at Normanton and Karumba and the ongoing development of high-quality public amenities.

Major events attract a lot of visitors to the region, which is great for the economy, so we need to support and grow signature events such as the Fishing Competition, Rodeo and look at hosting major regional sporting events.

Game-Changing Tourism Infrastructure Priorities

Establish and market the Monsoon Centre at Normanton as an iconic outback experience in the region.

Other Tourism Infrastructure Priorities and options

- **Early Explorers Display - Burns Philp Building Normanton**
- Karumba town to Barra Centre walkway and bicycle path
- Free bicycles from Karumba Point via Town Centre to Barra Centre
- Karumba Foreshore protection
- Normanton Visitor Information Centre and Gardens
- Hatchery redevelopment stage 3 – grow out ponds, pontoon landing
- Karumba Nature Walk and Boardwalk upgrade
- Normanton Town Walk
- Skywalk at the Barra Centre
- Mutton Hole Wetlands Interpretive Boardwalk and experiences

Recently completed tourism projects

- Savannah Way Arts Trail (new sculptures)
- Karumba Town Walks signage revamp and upgrade

Other tourism opportunities

- Norman River cruise from Normanton
- Guided indigenous tours

Community and Event priorities

- Outback by the Sea Festival expansion
- Normanton Rodeo and Races
- Introduce additional events that will attract new audiences

| Action | Who | When |
|---|------------------------|-----------------------------|
| Develop an action and implementation plan from priorities identified in the Tourism Strategy | Advisory Committee | May 2023 |
| Organise OBTSF for 2023, 2024 and 2025 | Centre Manager MECD | September 2023 and annually |
| Liaise with council re priorities for tourism product | Advisory Committee | Ongoing |
| Identification of other significant event opportunities for the Region and present to Council for consideration | MECD | Ongoing |



3. Increase visitation, length of stay and average spend

Use our story to produce engaging marketing campaigns

- Digital media strategy
- Destination website
- Outback by the Sea® Destination brochure
- Strategic marketing partnerships and campaigns including tradeshow, familiarisations, promotional campaigns, and advertising
- Brand management

What is our story?

We are The Outback by the Sea®

We represent a majestic union of two disparate worlds, where the Outback's red dirt, black soil plains, hard ridges, outcrops, and fine Savannah soils meet wetlands, mangroves, salt pans, and the open ocean. In these parts, Mother Nature reigns supreme. Discover the rustic towns of Normanton and Karumba filled with artful treasures and rich history. Explore our indigenous culture and the learn about our vast cattle stations. Spend your days exploring rivers and coastlines and sample the culinary delights of wild-caught barramundi. This is the place for nomads and fishermen to connect, exchange stories and celebrate the untouched beauty of the top end.

How do we create brand ambassadors?

- Greeting – how do we greet our guests?
Making a personal connection, eye contact, smile! Welcome to Carpentaria Shire!
- Understanding – do we understand what our customers want?
Asking questions – don't make assumptions, show empathy
- Efficiency – can we connect our visitors with the right experiences for them?
know your local products and services so you can match them to the visitors
- Special treatment – how do we leave a positive impression?
engage, educate, and entertain

- Thankfulness – we need to thank every guest for their business and understand their lifetime value
Always say thank you for visiting us and we would love to have them back!
- Engaging social media – keep the connection once it is established, but also entice new visitors to the destination

A story isn't a story until it's shared:

Digital media, website
Advertising
Promotions, such as tradeshow
PR
Industry channels
How do our customers share their stories?



Facebook and Instagram Reviews

| Action | Who | When |
|---|----------------|---------|
| Digital Media strategy | CEO/Consultant | ongoing |
| Tourism toolkits available to tourism suppliers | CEO/Consultant | ongoing |
| Stakeholder Management TTNQ, OQTA | CEO/Consultant | ongoing |

OUTBACK BY THE SEA® TOURISM STRATEGY – IMPLEMENTATION

This is a working document which will be subject to continuous reviews and changes, led by the tourism champion. Strong leadership and functioning committee are necessary to achieve the strategic goals and continue to build the destination brand – exciting times ahead for our remote Outback region, so let's get to work!





Economic Development Advisory Committee Terms of Reference

November 2023

*It's a great place to work,
live and play*



Policy Details

| | |
|------------------------------|---|
| Policy Category | Council Policy |
| Date Adopted | 15 November 2023 |
| Resolution Number | 1123/026 |
| Approval Authority | Council |
| Effective Date | 15 November 2023 |
| Policy Version Number | 1 |
| Policy Owner | Director Community Development, Tourism and Regional Prosperity |

Supporting Documentation

| | |
|-----------------------------|---|
| Legislation | <ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012 |
| Policies | <ul style="list-style-type: none"> Nil |
| Delegations | <ul style="list-style-type: none"> Nil |
| Forms | <ul style="list-style-type: none"> Expression of Interest application form |
| Supporting Documents | <ul style="list-style-type: none"> Corporate Plan 2020 – 2025 Carpentaria Shire Economic Development Strategy and Action Plan |

Version History

| Version | Adopted | Comment | #EDRMS# |
|---------|------------|-----------------------------|---------|
| 1 | 15/11/2023 | Council Resolution 1123/026 | |



Contents

| | |
|---------------------------------------|---|
| Name | 3 |
| Purpose | 3 |
| Membership | 3 |
| Tenure | 3 |
| Key Responsibilities of Members | 4 |
| Meetings | 4 |
| Conflict of Interest | 4 |
| Secretariat | 5 |
| Agendas and Minutes | 5 |
| Review | 5 |
| Contact Details | 5 |

Enquiries:

Email: council@carpentaria.qld.gov.au
Telephone: 07 4745 2200
Fax: 07 4745 1340
Street Address: 29 – 33 Haig Street Normanton
Postal Address: PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Economic Development Advisory Committee.

Purpose

The purpose of the committee is to:

- assist with the delivery of actions from the Carpentaria Economic Development Strategy
- highlight opportunities and challenges facing business and industry to inform Council's Advocacy Strategy
- support the delivery of Small Business Friendly initiatives
- provide other assistance where required.

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to Council staff, Councillors and community members representing business and industry.

Agency

Council
Council
Council
Council

Council
Gulf Savannah Development
Community member
Community member
Community member
Community member
Community member
Community member
Community member
Community member

Community member
Community member
Community member

Representative/s

Mayor
All Councillors
CEO
Director Community Development, Tourism and Regional Prosperity
Tourism and Events Officer
CEO or delegate
Agriculture
Fishing
Mining
Retail Services
Education / Training
Tourism and Events
Business
Carpentaria Land Council Aboriginal Corporation
Bynoe CACS Ltd
Member from each Traditional Owner Group
Gulf Chamber of Commerce (if available)

A quorum will exist if at least eight representatives are in attendance and the chair deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Where the membership is unable to reach a majority decision on any particular issue, the chairperson may make a determination. From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.

Tenure

Mayor Jack Bawden or delegated representative will be the chairperson.

All members should:

- Provide feedback and suggestions from the sector or organisation they represent;
- Provide feedback on items on the agenda; and



- Develop recommendations for consideration by Council concerning matters of interest developing and growing the economy of Carpentaria Shire

Key Responsibilities of Members

All members are responsible for being an active committee member by:

- a. attending meetings
- b. providing timely advice to the chairperson about non-attendance at meetings
- c. working collaboratively with other team members to accomplish desired outcomes
- d. be respectful, reasonable and professional
- e. not interrupt another speaker, disturb or converse aloud while another person is speaking
- f. immediately cease speaking when the Chair speaks
- g. declare any conflicts of interest that may arise during Committee discussions
- h. raising awareness within your agency, and the wider community, to foster increased support for initiatives and improve opportunities for synergies across agencies

In addition, the Chair will be responsible for:

- a. Facilitating the meetings
- b. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

Meetings

- Meetings will generally be held bi-monthly or as required
- Meetings will generally be held at the Normanton Shire Hall and Karumba Civic Centre on alternate months

Conflict of Interest

At the commencement of each meeting, Committee Members must declare:

- Any material personal interest (using the definition of that term in the Local Government Act 2009, to the extent it applies to the committee member); and
- Any perceived or actual conflict of interest they have in respect of a matter before the meeting. Committee Members with a material personal interest must not participate in discussion or recommendation about the matter in which they have the material personal interest; and
- Any other committee recommendation about a matter if that decision has any possibility of impacting upon the matter in which they have the material personal interest (for example, a recommendation about an award).

When a Committee Member declares a perceived or actual conflict of interest and the Committee Member does not decide to refrain from discussing or recommending upon the



matter, the other Committee Members must decide upon whether the declaring member must refrain from discussing or recommending upon the matter. The results of the decision are binding upon the declaring member.

Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations, and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.

Review

The operation of the committee, this Terms of Reference and the overall effectiveness of the committee will be reviewed annually to ensure efficiency is maintained. This review will be carried out by the committee. The review will include, but is not limited to:

- effectiveness of the committee
- effectiveness of this Terms of Reference
- a review of the committee membership

Contact Details

All communications should be addressed to:

Anne Andrews
Director Community Development, Tourism and Regional Prosperity
PO Box 31
Normanton, Queensland, 4890
Telephone: 07 4745 2200
Email: council@carpentaria.qld.gov.au

Adopted by Council 15th November by Resolution 1123/026

Mark Crawley
Chief Executive Officer





Tourism Advisory Committee
Terms of Reference
November 2023

*It's a great place to work,
live and play*



Policy Details

| | |
|------------------------------|---|
| Policy Category | Council Policy |
| Date Adopted | 15 November 2023 |
| Resolution Number | 1123/028 |
| Approval Authority | Council |
| Effective Date | 15 November 2023 |
| Policy Version Number | 1 |
| Policy Owner | Director Community Development, Tourism and Regional Prosperity |

Supporting Documentation

| | |
|-----------------------------|--|
| Legislation | <ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012 |
| Policies | <ul style="list-style-type: none"> Nil |
| Delegations | <ul style="list-style-type: none"> Nil |
| Forms | <ul style="list-style-type: none"> Expression of Interest application form |
| Supporting Documents | <ul style="list-style-type: none"> Expression of Interest form Carpentaria Shire Outback By The Sea Tourism Strategy |

Version History

| Version | Adopted | Comment | #EDRMS# |
|---------|------------|-----------------------------|---------|
| 1 | 15/11/2023 | Council Resolution 1123/028 | 564989 |



Contents

| | |
|---------------------------------------|---|
| Name | 3 |
| Purpose | 3 |
| Membership | 3 |
| Tenure | 3 |
| Key Responsibilities of Members | 4 |
| Meetings | 4 |
| Conflict of Interest | 4 |
| Secretariat | 5 |
| Agendas and Minutes | 5 |
| Review | 5 |
| Contact Details | 5 |

Enquiries:

Email: council@carpentaria.qld.gov.au

Telephone: 07 4745 2200

Fax: 07 4745 1340

Street Address: 29 – 33 Haig Street Normanton

Postal Address: PO Box 31 Normanton QLD 4890

Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders' past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Tourism Advisory Committee.

Purpose

The purpose of the committee is to:

- Assist with the delivery of actions from the Carpentaria Tourism Strategy
- Promote the Outback by the Sea Brand
- Advise on the development and promotion of the Outback By the Sea Festival
- Provide other assistance where required.

Membership

In the interest of operational efficiency, membership of the committee will generally be limited to Council staff, Councillors and industry and community members with demonstrated interest in the Tourism industry.

| Agency | Representative/s |
|------------------|---|
| Council | Mayor |
| Council | All Councillors |
| Council | CEO |
| Council | Director Community Development, Tourism and Regional Prosperity |
| Council | Manager Les Wilson Barramundi Discovery Centre |
| Community member | Carpentaria Land Council Aboriginal Corporation |
| Community member | Bynoe CACS Ltd |
| Community member | Member from each Traditional Owner Group |
| Community member | Tourism product / experience |
| Community member | Accommodation |
| Community member | Retail/Food |
| Community member | Transport |
| Community member | Business Representative |

A quorum will exist if at least five representatives are in attendance and the chair deems there is adequate representation. Recommendations to Council will not be made without a quorum.

Where the membership is unable to reach a majority decision on any particular issue, the chairperson may make a determination. From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.

Tenure

Mayor Jack Bawden or delegated representative will be the chairperson.

All members should:

- Provide feedback and suggestions from the sector or organisation they represent;
- Provide feedback on items on the agenda; and
- Develop recommendations for consideration by Council concerning matters of interest developing and growing the visitor economy



Key Responsibilities of Members

All members are responsible for being an active committee member by:

- a. attending meetings
- b. providing timely advice to the chairperson about non-attendance at meetings
- c. working collaboratively with other team members to accomplish desired outcomes
- d. be respectful, reasonable and professional
- e. not interrupt another speaker, disturb or converse aloud while another person is speaking
- f. immediately cease speaking when the Chair speaks
- g. declare any conflicts of interest that may arise during Committee discussions
- h. raising awareness within your agency, and the wider community, to foster increased support for initiatives and improve opportunities for synergies across agencies

In addition, the Chair will be responsible for:

- a. Facilitating the meetings
- b. ensuring that the minutes and a Committee Report containing any recommendations is presented to the Council for consideration.

Meetings

- Meetings will generally be held bi-monthly or as required
- Meetings will generally be held at the Normanton Shire Hall and Karumba Civic Centre on alternate months

Conflict of Interest

At the commencement of each meeting, Committee Members must declare:

- Any material personal interest (using the definition of that term in the Local Government Act 2009, to the extent it applies to the committee member); and
- Any perceived or actual conflict of interest they have in respect of a matter before the meeting. Committee Members with a material personal interest must not participate in discussion or recommendation about the matter in which they have the material personal interest; and
- Any other committee recommendation about a matter if that decision has any possibility of impacting upon the matter in which they have the material personal interest (for example, a recommendation about an award).

When a Committee Member declares a perceived or actual conflict of interest and the Committee Member does not decide to refrain from discussing or recommending upon the matter, the other Committee Members must decide upon whether the declaring member must refrain from discussing or recommending upon the matter. The results of the decision are binding upon the declaring member.



Secretariat

Secretariat support will be provided by Council.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations, and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.

Review

The operation of the committee, this Terms of Reference and the overall effectiveness of the committee will be reviewed annually to ensure efficiency is maintained. This review will be carried out by the committee. The review will include, but is not limited to:

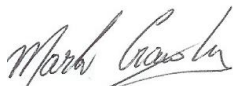
- effectiveness of the committee
- effectiveness of this Terms of Reference
- a review of the committee membership

Contact Details

All communications should be addressed to:

Anne Andrews
Director Community Development, Tourism and Regional Prosperity
PO Box 31
Normanton, Queensland, 4890
Telephone: 07 4745 2200
Email: council@carpentaria.qld.gov.au

Adopted by Council 15th November by Resolution 1123/028



Mark Crawley
Chief Executive Officer



BUSINESS PAPERS

11.4 NORMANTON CHILDCARE CENTRE - TRANSITION TO ASTUTE MANGEMENT

| | |
|----------------------|--|
| Attachments: | 11.4.1. Astute Normanton Childcare Centre Monthly Report ↓ |
| Author: | Anne Andrews - Director Community Development, Tourism & Regional Prosperity |
| Date: | 18 April 2024 |
| Key Outcome: | Day to day management of activities within the Economic and Community Development Department |
| Key Strategy: | As per the Departmental Plan for Economic and Community Development |

Executive Summary:

In March 2023, Carpentaria Shire Council engaged Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust (Astute) to create a business plan for the Normanton Child Care Centre and in September 2023, resolved that pursuant to s235 (b) of the Local Government Regulation 2012, enter into an agreement with Astute to support Council with the implementation of the business plan over a period of five years to be reviewed annually. Astute and Council meets weekly to ensure the successful transition of the centre.

RECOMMENDATION:

That Council notes the attached information and monthly report.

Background:

Astute has met weekly with the Director Community Development, Tourism and Regional Prosperity and Childcare Centre Director to address issues of human resourcing, policy development and compliance and meetings with the Chief Executive Officer and Director CDTRP have been held as required to address governance and management issues. This has included management control of the centre being transitioned to Chief Executive Officer and Director CDTRP as required under the Childcare Legislation.

The operational management of the Centre transitioned to Astute on January 1, 2024 with the Governance arrangements to continue to be co-managed until the Company Limited by Shares is established as endorsed at the November 2023 meeting of Council. Operational and governance meetings are continuing in 2024.

The focus during 2024 has been the roll out of the policies, procedures, improved staffing levels, staff training and addressing issues of non-compliance.

National Quality Assessment

The centre achieved significant improvement in the Assessment and Rating report which gave the service an overall service rating of Working Towards the National Quality Standard (NQS) following an audit by the Early Childhood Regulatory Authority in November, 2023. The NQS sets the national benchmark for early childhood education and care and outside school hours care services in Australia and includes seven quality areas that are important outcomes for children. Services are assessed and rated by their regulatory authority against the NQS and given a rating for each of the seven quality areas and an overall rating based on these results. The Regulatory Authority will provide support in the areas identified as working towards to provide support and guidance to enable the service to be reassessed. The service continues to address the issues raised by the Regulatory Authority in 2023, as noted in the attached report from Astute. The Regulatory Authority has contacted the service to provide support in the areas identified as 'working towards'.

BUSINESS PAPERS

The focus in March has been on compliance with a visit by the Astute Children's Services team. The first of the two new educators started in March with the second educator to commence shortly.

The Community Child Care Fund (CCCF) grant was submitted for sustainability funding to support the operations of the services over a two-year funding period (2024 to 2026). Attached for Councillor information is the report from Astute on the transition's progress.

Consultation (Internal/External):

- Chief Executive Officer
- Director Community Development, Tourism and Regional Prosperity
- Director Normanton Childcare Centre and staff
- Astute Early Years Specialist Pty Ltd ATF The Comerford Family Trust

Meeting Dates

Site visit 5-8 March 2024

Operations Meeting Dates

- 6 March 2024
- 15 March 2024

Legal Implications:

| | |
|---|---|
| National Law | The National law sets a national standard for children's education and care across Australia |
| National Regulations | The National Regulations support the National Law by providing detail on a range of operational requirements for an education and care service. |
| National Quality Standards | The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care. |
| Approved Learning Frameworks | Under the National Law and Regulations, services are required to base their educational program on an approved learning framework |
| Early Years Learning Framework (EYLF) | National approved learning framework under the NQF for young children from birth to 5 years of age. |
| Queensland Kindergarten Learning Guideline (QKLG) | The QKLG provides advice for planning, documenting and assessing children's learning and development – service funded under QLD Kindy. |

Financial and Resource Implications:

- Within approved budget.

Risk Management Implications:

- Medium risk. Council must continue to work towards mitigating the non-compliance issues and establish a management and governance framework that aligns with the legislation.



1

Astute Early Years Specialists
Monthly Report – MARCH 2024



Summary

Achievements

This month our focus has been on compliance with a visit by the Astute Children's Services team. The commencement dates for our new educators have been delayed due to unforeseen circumstances and we are pleased to advise that our Diploma educator commenced this month.

The Community Child Care Fund (CCCF) grant was submitted for sustainability funding to support the operations of the services over a two year funding period (2024 to 2026).

As mentioned last month the Regulatory Authority has contacted the service to provide support in the areas identified as 'working towards'. The commencement was rescheduled due to staff members being on leave.

Challenges / Issues for consideration

The service continues to address the issues raised by the Regulatory Authority in 2023, outlined below are the issues and actions to date.

| Issue | Action | Status |
|---------------------------------|----------------------------------|---|
| Nursery Fence | Quote and approval for new fence | Installation date to be confirmed |
| Sand in sandpit needs replacing | Sand to be replaced | Lodged with facilities – needing clarification regarding the type of sand |

Projects update

The focus for February has been the roll out of the policies and procedures is well underway and the implementation of the Ops Card has enabled the tracking of operational matters.

Workstreams

| | |
|---------------------------------|---|
| Transition to Astute Management | <ul style="list-style-type: none">● Policy and Procedures |
| Operational Support | <ul style="list-style-type: none">● Operational support● Systems support and training● Mandatory Training● Assessment and Rating Action Plan |
| Marketing | <ul style="list-style-type: none">● Rebranding and logo development in progress● Community Engagement Plan review |
| Human Resource Operations | <ul style="list-style-type: none">● To follow up on commencement of new starters. |



Astute consultation

Service Visit

- 5th to 8th March

Meetings

Ops Meeting Dates: attended by Paula and Nicole and/or Peta

- 6th Ops Meeting
- 15th Ops Meeting

Operations

March Occupancy

| | Utilisation/Capacity | Waiting List | Occupancy % |
|---------|----------------------|--------------|-------------|
| Nursery | 66/168 | 0 | 36.29% |
| Kindy | 155/420 | 0 | |

Incidents

| | |
|---|-------------------------|
| A child was pushing a tonka truck in the playground when he slipped, bumping his nose on the tray of the truck. Educator comforted a child who refused an ice pack there. | Little red mark on nose |
| A child playing on a bike and got her foot caught underneath causing the bike to tip and grazing her elbow on cement. | Grazing her elbow |

People

Staffing update:

- Diploma Educator started 4th April 24
- Early Childhood Teacher is waiting documentation

BUSINESS PAPERS

11.5 MONTHLY REPORT LES WILSON BARRAMUNDI DISCOVERY CENTRE

| | |
|----------------------|--|
| Attachments: | NIL |
| Author: | Christopher O'Keefe - Centre Manager - LWBDC |
| Date: | 17 April 2024 |
| Key Outcome: | A dynamic and diverse economy creating industry development and employment opportunities |
| Key Strategy: | Provision of support for a sustainable Tourism sector |

Executive Summary:

This report provides a summary of the operational and promotional activities surrounding the Les Wilson Barramundi Discovery Centre, as well as activities in relation to the Visitor information Centres.

RECOMMENDATION:

That Council:

1. accepts the report as presented; and
2. that those matters not covered by resolution be noted.

Background:

The Les Wilson Barramundi Discovery Centre is Carpentaria Shire's primary tourism asset and is a business unit of Council. The LWBDC is a state-of-the-art interpretive centre that provides the history, stories, lifecycle and habits barramundi. The centre includes interpretive displays, theatre, saltwater lagoon, café, art gallery and provides visitors with guided tours throughout the centre and hatchery. It is the only hatchery in the world to breed the Southern Gulf strain of the barramundi. Diversity is the key to operations, managing multi-focal assets to satisfy demands of tourism/culture/retail/cafe, animal husbandry/ecology, legislative compliance, deliver community /events, meet the issues of seasonal demand and resultant employee management diversification/implications.

Note from Director CDTRP: A new centre manager Christopher O'Keefe and coordinator Amy Jensen started at the LWBDC in March 2024 and Council would like to thank Amanda O'Malley for her years of service to Council and the LWBDC.

The new management team has reviewed the actions outstanding items from the previous minutes and have made notes in the following table:

ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

| Date: | Ref: | Action | Status | Comment |
|-------------------------|------|----------------|----------|--|
| LWBDC - Hatchery | | | | |
| March 28 | 002 | Hormone supply | Complete | Hormone supply has been sourced and has arrived in Cairns, currently in freezer storage and will be picked up by Centre Manager at first available opportunity and returned to Karumba under refrigerated Eski. Another supplier has been found for the supply and all veterinary and legislative issues have been met and procurement |

BUSINESS PAPERS

| | | | | |
|-------------------|------|---------------------------------|-----------|--|
| | | | | will be followed up this month to ensure the best quality of Hormones for the upcoming season. |
| November 15,2023 | 018 | Water treatment trials | Ongoing | Testing of water river in flood will not show the complete picture of water quality without first assessing the water storage at the Hatchery. |
| February 13, 2024 | 025 | Secure water supply to hatchery | Completed | Ancillary river spearpoint pump is on site. An adequate supply of lay flat and fixings are kept in stock in the hatchery. |
| March 25 2024 | | | Completed | A heavy-duty alternative to lay flat has been installed and is more resistant to damage |
| February 13 2024 | 026 | Exhibition tank drum filter fix | Ongoing | A spare drive motor, pump and sprayer heads have arrived on the 5 th of April and will be installed during next monthly servicing |
| March, 2024 | 11.6 | Algae free ultrasound Device | Ongoing | Trials of the Ultrasound device have been completed for the pond and new Manager has assessed the usefulness of the product. A March 2024 Council report recommended the purchase of this equipment. This was deferred to provide the new manager to assess the request. Assessment - the device has benefits for the management of Cyanobacteria in the pond the true benefit of the product is in the water storage and treatment of incoming water for the facility. Used in conjunction with EDTA the product will help precipitate the biomatter and sediment from incoming water. This will greatly improve the water quality and reduce any heavy metals in the tank. Use of pool Creepy Crawlies in the tanks to pick up the sediment, the sand filter will be more efficient in the removal of contaminants that have been affecting the hatchery production. The purchase of additional Creepy Crawlies will keep the storage tank |

BUSINESS PAPERS

clean and eliminate the need
to have the sludge extracted.

An assessment of the centre, hatchery and business operations in March 2024 has resulted in the following observations and actions.

| Activity | Observation / action |
|--|---|
| Recruitment Hatchery Technician | Advertising for a full time Technician has been drafted but is currently on hold until salinity returns to the river. The Hatchery reconfiguration and cleaning will soon be completed, and the facility will be in a better position to attract staff that with have the appropriate experience to compliment the direction of commercial hatchery production. |
| Hatchery Cleaning and sterilization | Hatchery walls and plumbing have been pressure cleaned and internals sterilized with chlorine and hydrochloric acid. RAS system for nursery tanks has been stripped, sterilised and reassembled. Tanks have been lifted to clean under bases. Rotifer room has been stripped down and all stainless surfaces acid washed and polished. New rotifer tank stands have been cut and drilled ready for assemble with the completion of sterilizing of the facility. |
| Water storage tanks | Storage tanks currently have 150mm – 300mm of sludge (approx. 5 cubic meters) that is a constant source of ammonia, heavy metals, and Cyanobacteria. Arrangements are in place with the Engineering Department for septic truck to pump out the sludge so that it is not released into the environment. Once completed the tanks will be sterilized and refilled once saline has returned to the river. |
| Hatchery Office, Laboratory and Storeroom | Testing equipment cleaned sorted and ready for stock taking. Filing systems organized. Storeroom cleaned and dry fish feed storage brought up to standard. Tools and work arrear organized ready for stock taking. |
| Facility handover | Outgoing manager completed a two-week hand over of the facility, with training of systems to the Centre Manager and the Coordinator. An ongoing relationship has been forged so that future questions to past issues can be answered. |
| Brood stock Collection | Brood Stock collection is expected to commence in May-June 2024 to allow time for domestication of fish for the upcoming spawning season. |
| Building maintenance | Mower has been repaired and grounds have been cut and debris removed. Gravel is being spread around building to keep soil contaminants from entering the hatchery and Centre. |
| Hatchery Production Schedule | Once hatchery sterilization and reconfiguration is completed and salinity has returned to the river a production schedule will be drafted for Barramundi runs. New species for commercial sales will be assessed and introduced into the schedule for production during the Barramundi off season. |
| Hatchery procedural Manual | Develop and improve existing procedures to increase success of production with improved hygiene protocols and animal |

BUSINESS PAPERS

| | |
|---|--|
| | husbandry to reduce stress related issues. |
| Centre Security, CCTV and Hatchery Cameras | CCTV for the Centre is not operational and is being assessed by the I.T. staff. Cameras for the Hatchery will part of the assessment with security of production runs and livestock to be protected. Past staff still have keys and FOBS that allow unrestricted access and will need to be addressed. |
| Merchandise inventory and ordering | <p>Focus on reducing existing stock. Promotions to clear old stock.</p> <p>Liaise with local businesses to minimise repetition of stock at VICs and local businesses.</p> <p>Assess merchandise stock, and stock share with Normanton VIC. Commence transfers and plan for ordering and managing both Normanton and Karumba VIC stock.</p> <p>Promote complementing merchandise between Normanton and Karumba VICs to reduce duplicity. Source merchandise locally, (as much as possible). Focus on motifs reflecting Karumba, and Normanton, with an educational focus to tie into the developing tour plans and the Gulf Savannah Way.</p> |
| Experience Development | <p>Work on developing tours to incorporate greater understanding of the entire breeding process and aquaculture/ aquaponics systems used. This will be fundamentally developed by hatchery and LWBDC manager.</p> <p>Add species to the Interpretive Centre tanks – investigate opportunities to add species to add to the existing tanks in the Interpretive Centre, adding medium and aquatic plant to demonstrate ecosystems for educational and tourism development.</p> <p>Develop and expand exhibition room - use the empty aquarium tanks stored at the old site for introduction of new species. Focus on ecological companion species that grow in the Gulf area. Use empty wall in the Exhibition Room for educational and tourism development.</p> |
| Karumba Art Gallery | <p>Artisan workshops - First artist workshop (jewelry silversmith) to be held on 29 April by Rob Hammond supported by RASNNQ.</p> <p>Film workshop hosting as a part of the Ocean to Outback Film Festival in September 2024.</p> |
| Barra Bites Cafe | <p>Developing 2024 Operational Plan - Focus for café direction is to offer sample style menu made from local suppliers: i.e. local caught fish, local butcher meats, local produce as 'teasers' for visitors to go and purchase in town.</p> <p>Community open house meeting April 20 - Open house community meeting to discuss the Outback By The Sea Festival and establish a strong community ties with the Centre and Café. Introduce idea to promote local business and take ideas and comments from the local business owners.</p> <p>Kitchen equipment - Kitchen equipment assessment conducted. Servicing on gas stove, grill and griddle are required to make functional, dishwasher is not operational other than sterilizing, arrangements for service check or replacement made with</p> |

BUSINESS PAPERS

| | |
|------------------|---|
| | <p>Assets Team.</p> <p>Food stock inventory and clean up completed. Food and perishable stock inventoried. Dry Goods pantry cleaned and organized. Out of date frozen and dry goods stock discarded. Small order placed while assessing café direction and staff.</p> <p>Operating manual for Barra Bites Cafe -developing food handling and café operation manual in creation in accordance with food handling and preparation.</p> <p>Barra Bites Café Staffing - Advertisement placed for seasonal cook.</p> |
| Marketing | Collaborating with Director CDTRP to assess future opportunities and partnerships. |

Visitation and statistics

| | 2024 | | | | TOURS | | |
|---------------|----------|---------|-------------|---------------------|-----------------------------|-------------------|-------------|
| | Visitors | Tours # | Sales (POS) | Sales (Barra Bites) | RTBS (API – Online payment) | Sunlover/ Invoice | Total Sales |
| JAN 24 | 62 | 24 | \$1,559.50 | | \$176.00 | \$0.00 | \$1,735.50 |
| FEB 24 | 16 | 0 | \$1,389.80 | | \$0.00 | \$0.00 | \$1,389.80 |
| MAR 24 | 68 | 38 | \$1123.50 | \$169.00 | \$799.00 | \$0.00 | \$2091.50 |

Consultation (Internal/External):

- Director Community Development, Tourism and Regional Prosperity
- Former Manager LWBDC
- Existing staff LWBDC
- Engineering and IT Department
- Local businesses

Legal Implications:

- Fisheries Act 1994, Fisheries (Commercial Fisheries) Regulation 2019
- Fisheries (General Section 24HA of the Native Title Act 1993
- Queensland Aboriginal Cultural Heritage Act 2003

BUSINESS PAPERS

- Native Title Work Procedures. Section 24HA of the Native Title Act 1993
- General fisheries permit (expiry date March 2025)
- Food Act 2006.

Financial and Resource Implications:

- The LWBDC is operating with approved budget.

| Row Labels | Sum of Current Budget | Sum of YTD Actual | Sum of Order Value | Sum of Total Actual |
|--|-----------------------|-------------------|--------------------|---------------------|
| Operating Expenditure | | | | |
| Barra Bites Café | 173,308 | 68,515 | 879 | 69,394 |
| Hatchery | 340,748 | 302,524 | 15,552 | 318,075 |
| Les Wilson Barramundi Discovery Centre | 735,816 | 658,885 | 32,527 | 691,412 |
| Visitor Information | 303,397 | 179,914 | 2,851 | 182,765 |
| Operating Expenditure Total | 1,553,269 | 1,209,838 | 51,808 | 1,261,646 |
| Operating Income | | | | |
| Barra Bites Café | -50,000 | -61,550 | 0 | -61,550 |
| Hatchery | -20,000 | 0 | 0 | 0 |
| Les Wilson Barramundi Discovery Centre | -320,000 | -255,093 | 0 | -255,093 |
| Visitor Information | -15,000 | -17,844 | 0 | -17,844 |
| Operating Income Total | -405,000 | -334,487 | 0 | -334,487 |
| Grand Total | 1,148,269 | 875,351 | 51,808 | 927,159 |

Risk Management Implications:

- The LWBDC is operating within approved risk parameters.

BUSINESS PAPERS

12 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

12.1 DOE REPORT

Attachments: NIL
Author: Michael Wanrooy - Director of Engineering
Date: 18 April 2024

Key Outcome: 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets
Key Strategy: 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Director Engineering's portfolio.

RECOMMENDATION:

That Council:

1. receive and note the Director of Engineering Report as presented; and
2. that those matters not covered by resolution be noted.

1. Actions Arising from Previous Meetings

| Date: | Ref: | Action | Status | Comment |
|------------------|------|---|-------------|--|
| December Meeting | | Add Premix to grooves at the Scrutton River Floodway. | In Progress | ➤ In works program. |
| January Meeting | | New fence on three sides of NTN Cemetery | In Progress | ➤ Quote to be received from fencers. ➤ Delayed by Flood |
| March Meeting | | Are there alternatives to repair scour on the footpath in Philp Street besides filling with gravel as every wet season it erodes repeatedly. | In Progress | ➤ Repairs put in works program as per plan submitted in December 2022 Meeting ➤ In works program – took foreman out to site to show scope of works ➤ Scouring along footpath repaired. Premix to lay at median strip to divert water is put into works program |
| August Meeting | | Discuss with TMR for slip lane at: Right turn from 92A to Glenore Weir – Near miss incident Right turn to 89B towards Dunbar at Walkers Creek | In Progress | ➤ Discussed with TMR briefly – Getting plans drawn up to help push it along with TMR ➤ Will look at improving site distance in the road reserve at Walkers |

BUSINESS PAPERS

| Date: | Ref: | Action | Status | Comment |
|-------------------|------|---|-------------|--|
| | | Shady Lagoon turnoff | | <p>Creek bend</p> <ul style="list-style-type: none"> ➤ Had meeting with TMR about extra slip lanes. They have tried to get funding for similar projects in the region without success. They won't be able to get funding for slip lanes here. I will try to get funding through blackspot into Glenore Weir. Will require a safety report, including near miss accident statements. ➤ Undertaking Safety audit and collected a statement. ➤ Awaiting Black Spot funding |
| November Meeting | | Council to obtain quote to do minor repairs and possible fresh up paint job on Krys. | In Progress | <ul style="list-style-type: none"> ➤ Met with Nick De Jong from Karumba Marine Services to look at Chris to repair fibreglass damage. He is working on options for repair. |
| June Meeting | | Look at solar lights for footpath to Rodeo Grounds | In Progress | <ul style="list-style-type: none"> ➤ Inspected site ➤ Quotes and designs being arranged. |
| September Meeting | | Chase up the no scooter/skating/riding signage for installation on the footpath in the vicinity of the shops in Karumba | In Progress | <ul style="list-style-type: none"> ➤ Signage have been ordered and have arrived in Normanton. Peter Casey RMPC crew to install. |
| September Meeting | | Burketown Road - call points at the Flinders, Bynoe & Little Bynoe Rivers and 92A - Norman River at Glenore. | In Progress | <ul style="list-style-type: none"> ➤ Call point signs for the Bynoe, Little Bynoe, Flinders R, Armstrong Ck, Station Ck and L Ck have arrived. RMPC crew to install. ➤ TMR has held up the call point signs at 92A - Norman R at Glenore and 89A Flinders River until they have completed the designs. They will also fund those signs. |
| December Meeting | | Clean up Karumba Transfer Station | In Progress | <ul style="list-style-type: none"> ➤ Look at cleaning sites after the wet season |

BUSINESS PAPERS

| Date: | Ref: | Action | Status | Comment |
|------------------|------|---|-------------|--|
| December Meeting | | Remove stoppers at Karumba Point Boat ramp as they are starting to degrade, and bolts are being exposed – Seek TMR's permission as they own the infrastructure. | In Progress | <ul style="list-style-type: none"> ➤ TMR has approved. ➤ Applying for funding from TMR to undertake works. |
| December Meeting | | Parking line marking in Normanton main street needs to be repainted | In Progress | Put in Works Program |
| December Meeting | | Southerland Street needs to be bitumen sealed | In Progress | <ul style="list-style-type: none"> ➤ Put in Works program to be sealed ➤ Site inspected with foremans. |
| December Meeting | | Check lighting at the Karumba Town boat ramp to see if there is sufficient lighting | In Progress | <ul style="list-style-type: none"> ➤ More lighting is required ➤ Council is obtaining quotes for more solar lights. ➤ Applying for funds with TMR |
| January Meeting | | Council look at a design for a Fish Attraction Device mould for future additional areas. | Not Started | ➤ |
| January Meeting | | Faded 'No Standing' sign for Haig Street to be replaced | In Progress | ➤ Council has ordered the new signs. |
| January Meeting | | Flood markers at Alexandria Crossing needs to be set at correct levels | In progress | ➤ Council has arranged to go out and reset the flood markers to correct once we can gain access to the site. |
| January Meeting | | New Normanton columbarium wall | In progress | <ul style="list-style-type: none"> ➤ New columbarium has arrived. ➤ Malcolm will install the new columbarium ASAP ➤ We can use the existing plaques by gluing it onto the granite caps supplied with the new columbarium. |
| February Meeting | | Yapper Street – Water Supply upgrade to Raptis to be looked at | In Progress | <ul style="list-style-type: none"> ➤ Council undertook site visit to look at existing infrastructure ➤ Council is looking at options |
| February Meeting | | Walkway and lighting is required along Yapper Street to the Barramundi Discovery Centre. | | ➤ Council are preparing costings and design |
| February Meeting | | Can metre marker at the bridge (Glenore) be moved to the other side of the road. | | ➤ It can be moved. Council will install after the flooding |

BUSINESS PAPERS

| Date: | Ref: | Action | Status | Comment |
|------------------|------|---|--------|---|
| February Meeting | | Can rural addressing be updated for rural areas | | ➤ Council is preparing rural address for properties |
| February Meeting | | Can the Swimming pool access toilets | | ➤ Council will construct new fencing to access new toilets adjacent to the pool. ➤ Fencing materials have been ordered and to be installed this week |

2. Miscellaneous Projects

- 2.1. Barnett Park in Karumba – Council is starting the new park within the next few weeks as per the landscape plans as presented in the Karumba community meetings last year. Due to funding restrictions Council will complete the Park in stages when funds are available. Included in the first stage planned to start in the next few weeks are:
- Council have ordered two shade structures, including BBQ and picnic tables;
 - Preparing to construct footpaths and concrete edging for garden beds;
 - Preparing the construction of landscape and plantings; and
 - And ordered a basketball hoop assembly kit.
- 2.2. School Dam Project – Council is starting works in May.
- A specialist pump track contractor has been engaged to start the pump track and BMX advanced, intermediate and beginner's track.
 - Council has ordered several shelters for the pump and BMX tracks and a shelter for the walking track.
 - Council is planning to construct a 2m wide gravel walking track around the dam including installing culvert crossings where required.
- 2.3. Landsborough Street upgrade – Council has constructed a new flagpole and a foundation for the fire pit. Council has to spend W4Q funding on the upgrade before end of June. Council has provided a second option to landscape the area using the existing footprint. Plan will be provided at the meeting for Councils consideration.
- 2.4. Council was audited by QSERC to evaluate our level of compliance against ISO 9001:2015 Quality Management Systems Standard, ISO 14001:2015 Environmental Management Systems Standard and ISO 45001:2018 Occupational Health and Safety Management Systems Standard for recertification. Council passed the audit and our recertification was extended to 26 February 2027.
- 2.5. Road closures and wet weather throughout the Shire have delayed progress.
- 2.6. Karumba Revetment Wall and Rock Groyne – Rock are being stockpiled near the end of the Karumba Aerodrome. Bigger rocks are being made and have been delayed due to road closures. Acceptance letters have been sent out to Wren Constructions. They have ordered the reinforcements for the precast wall component of the wall and are having it galvanised. Awaiting environmental permit approvals.

BUSINESS PAPERS

- 2.7. ATSI TIDS - Floodway upgrade on the Dunbar - Kowanyama Road. Days Creek is between the Scrutton River and Rutland Plains Station and near Middle Camp. Culverts have been ordered by Council for Days creek. Council have arranged with TMR to spend 125K this financial year and complete the project prior to end of November.
- 2.8. Mentana Creek – Council have been awarded the construction for Mentana Creek Causeway. The works will include the installation of four (4) 2700 x 1200 box culverts and the construction of concrete batter protection. Council have ordered the culverts. Council will undertake earthworks and road works for the project. Wet weather and access have delayed works. Works to be completed prior to December.
- 2.9. RMPC Crew – undertaking patching / road patrols / herbicide / guideposts / signs / mowing as required.
- 2.10. ROSI Funding – Council undertook an independent Infrastructure Investment Program (IIP) review and are hoping that the Burketown - Normanton Rd project will be confirmed. Financials and milestones have been updated with the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts with a new estimated award date for March 2024 if successful. Council have been formally notified that the funding will not be removed as part of the Federal Government review which is great news.
- 2.11. Kowanyama Road Betterment Works – Sealing Works. This project has been put on hold until after the flood season. Shaun Henry's stabilising Crew are working to complete 10km of new sealing works under betterment on the Kowanyama Road between the Scrutton River and Rutland Plains. The crew have completed the first 5km of stabilised pavement which was sealed by two (14/10) coat bitumen mid-November by Borals. They have completed the cement stabilisation of the gravel pavement for the second 5km. Council is planning to seal the last 5km early 2024 access depending.
- 2.12. Emergency Supplies Request - Council have received requests for help to deliver emergency supplies to isolated properties due to road closures by helicopter. To date Council have assisted Koolatah, Dunbar, Inkerman, Vanrook, Lotusvale, Delta Downs, Miranda Downs, Broadwater and Dinah Island. Most of the stations received assistance more than twice. Council is still receiving resupply request with the latest delivery to Inkerman.

Table: TMR Projects progress report for 2023 – 2024

| Projects | Value | Claimed | Progress |
|--|--------------|--------------|----------|
| ATSI TIDS Dunbar Kowanyama Road - EOT granted. Original budget is \$1,340,000. TMR wants remaining balance of \$891,893.13 to be claimed after June 30th | \$891,893.13 | \$891,893.13 | 100% |
| ATSI TIDS Dunbar Kowanyama Road - Variation request (Cabbage Tree and Plains Ck) | \$250,000.00 | \$250,000.00 | 100% |

BUSINESS PAPERS

| | | | |
|---|------------------------|-----------------------|------------|
| ATSI-TIDS Dunbar Kowanyama Road - Days Creek | \$960,000.00 | \$125,000.00 | 13% |
| TIDS 2023-2024 - 100% completed, claims being arranged | \$835,000.00 | \$835,000.00 | 100% |
| CN-21081 2023-24 RMPC | \$2,655,500.00 | \$2,156,091.10 | 81% |
| CN-20676 2023 TMR Emergent Works - Working to verify \$3,910,000 estimated total with TMR. \$698,652.83 claimed prior to June | \$3,211,347.17 | \$3,211,347.17 | 100% |
| CN-21599 Mentana Creek Floodway | \$1,799,265.48 | \$0.00 | 0% |
| CN-21602 89B Formation | \$1,900,000.00 | \$0.00 | 0% |
| CN-21603 89A and 84A REPA Works | \$1,038,059.82 | | 0% |
| CN-22267 Remote Roads Upgrade Pilot program (RRUPP)Iffley Road Resheeting - gravel from Ch. 42.299km to 81.276km | \$5,258,359.00 | \$2,103,343.00 | 40% |
| CN-22267 Remote Roads Upgrade Pilot program (RRUPP)Koolatah Road widening 0.007km to 30.307km | \$3,097,053.00 | \$0.00 | 0% |
| CN-22446 89B REPA Works | \$12,690,179.57 | | |
| Total | \$34,586,657.17 | \$9,572,674.40 | 28% |



Photo: New Grader that arrived last week

BUSINESS PAPERS



Photo: Shoulder edge repairs on the Old Croydon Road



Photo: By wash sludge lagoons cleaned out

BUSINESS PAPERS



Photo: Golf Club

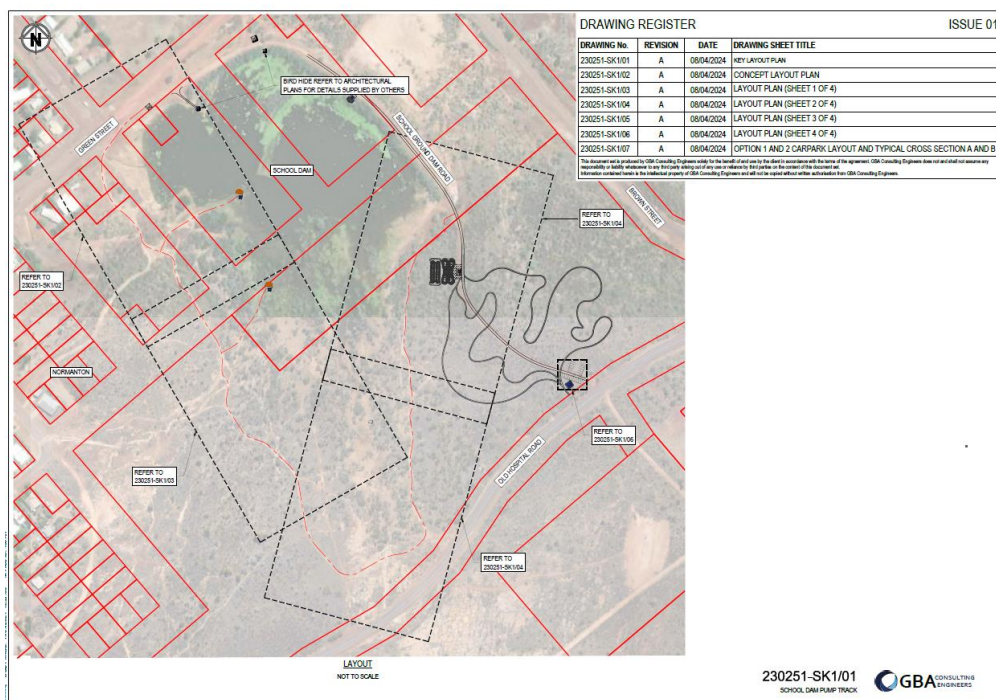


Photo: School Dam Project – A3 Plans to be provided at the meeting

BUSINESS PAPERS

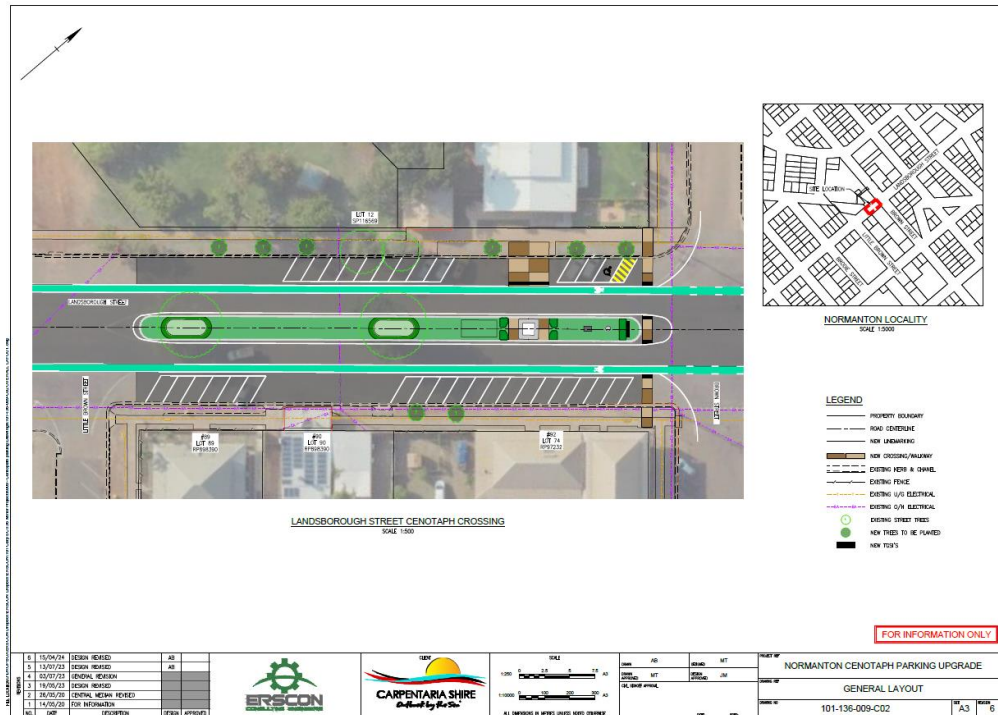


Photo: Option for Landsborough St Upgrade utilizing the existing footprint – A3 Plans to be provided at the meeting

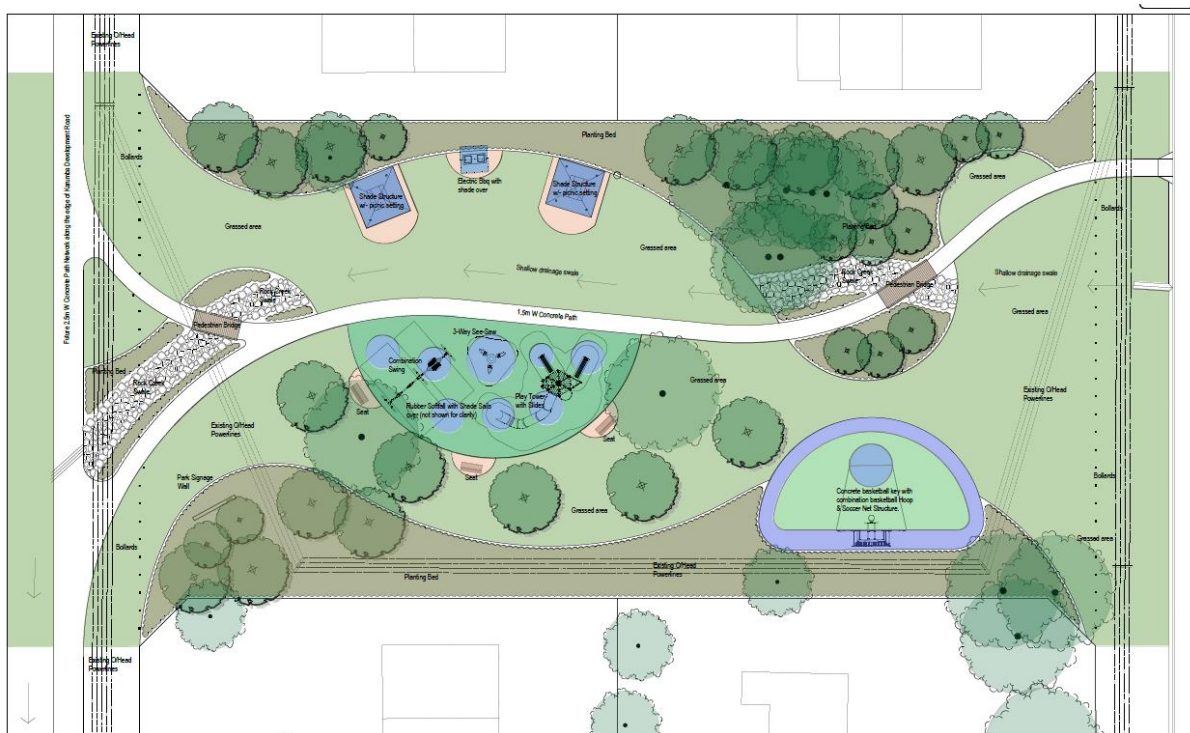


Photo: Barnett Park – A3 Plans to be provided at the meeting

BUSINESS PAPERS

3. Update on Shire Flood Damage Works

- 3.1. ERSCON have completed all pickups on Shire roads.
- 3.2. Opening emergent grades have been made on the following roads, station access roads are being done as graders go past if accessible.
 - Normanton to Burketown – 60%
 - McAllister – 60%
 - 10 Mile – wet
 - Leichhardt / Augustus / Nardoo – 90% (no sand build at the Leichhardt)
 - Donors to Augustus – 90%
 - Lorraine – 100%
 - Iffley – wet
 - Broadwater – wet
 - Broadwater – wet
 - Trenton – wet
 - 3 Council graders are on the Delta Triangle grading dry areas and avoiding the wet sections.
- 3.3. There are a lot of wet sections on roads that have been graded, so Council will return to them when they have dried out.
- 3.4. The Bore drain crossing on the Burketown Road have been repaired again as it was damaged by the recent storms. We have gravel to go to M Creek and to the approaches at Pear Tree Creek at Inverleigh West.
- 3.5. All stations are wanting to truck cattle out in the coming weeks and Council is working hard to undertake repairs when we can.
- 3.6. Completed repairs on the Old Croydon Road shoulders LHS and RHS past the depot and Bynoe.
- 3.7. Started shoulder emergent works at Corduroy. Council will use Lilyvale gravel to fill the deep holes and top up with 100mm top of Wells gravel. When shoulders are completed, Council will start stabilizer patch work at the Corduroy and continue onto 84A patches
- 3.8. Undertaking road runs on 89B unsealed and looking to start emergent grades when we can (there is sand build up on the Gilbert River bridge approaches).
- 3.9. The Donors Hill Camp will be out by Wednesday 24th April, Augustus Camp out by 26th April. We will be carting gravel out of the Pixie pit for both camps to complete the 2022 works.
- 3.10. Broadwater Camp, Stirling Camp and Wondoola Camp are the next three camps out in the next couple of weeks or when we can get access.
- 3.11. Emails have been sent to all contractors concerned with camps and works starting.

4. New Projects/Grant Applications

BUSINESS PAPERS

- 4.1. Council is working with TMR on Betterment projects on 89B to continue sealing. Council is working with TMR to fund the widening of 89A around the narrow sections at Warrenvale. Council has provided an estimate to TMR for the construction of new culverts on Clark Creek on 89B. Council has submitted through ATSI-TIDS funding for another causeway upgrade at Plains Creek for the Kowanyama Road at Burkes Lagoon.

5. Reports

5.1. Nil

5.2. Budget

BUSINESS PAPERS

12.2 NDRRA/QDRF REPORT

| | |
|---------------------|--|
| Attachments: | 12.2.1. Appendix A - 2022 Expenditure Summary ↓ 12.2.2. Appendix B - 2022 Completed Works ↓ 12.2.3. Appendix C - Betterment Projects ↓ |
| Author: | John Martin - Consultant Engineering |
| Date: | 18 April 2024 |

Key Outcome: A well governed, responsive Council, providing effective leadership and management, and respecting community values

Key Strategy: Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.)

Executive Summary:

QRA21: Acquittal documentation for all five (5) submissions have been lodged to QRA with final approval and payments subject to assurance audits which are currently in progress.

QRA22: The QRA22 project is approximately 86.4% complete. Setout for remaining QRA22 roads is currently underway and crews will progressively mobilise to camps over the next month once emergency works have been completed. The first two camps are expected to be establish at Donors Hill and Augustus camps during the last week of April. The QRA22 scope will be prioritised to ensure submission deadlines of 30 June 2024 are met. Two (2) submissions have been lodged for acquittal to enable all scope to be rolled over into future submissions.

QRA23: All submissions have been lodged on QRA MARS system, with three (3) fully approved and Council has received the prepayments. Remaining submissions are currently being assessed by QRA and approval is expected shortly. Construction of QRA23 scope will commence once QRA22 scope has been completed and have a completion deadline of 30 June 2025.

QRA24: Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 in response to the Tropical Cyclone Jasper event. Damage pickup has begun prior to Emergency Works being performed on accessible roads throughout the Shire and damage assessments are currently being prepared in QRA MARS system. Emergency Works will continue in the upcoming months to restore access where required.

RRUPP: Two (2) Remote Roads Upgrade Pilot Program (RRUPP) projects have been approved for construction. Construction of remaining Iffley Road works and Dixie Road widening will commence once accessible during the 2024 construction season.

MITCHELL RIVER BRIDGE: The options analysis report requires updating to incorporate the damage incurred during the 2024 wet season. Specific damage photos and survey data will need to be sourced for rollover into 2024 submissions. Due to additional damage rectification will significantly exceed the \$25million trigger that necessitates a formal DRFA (federal) review prior to funding approval from QRA. Design (by others) of the 2 lane, 20m TMR deck unit has been completed for the proposed bridge (approx. 460m) and is currently out for tender.

OTHER: Dunbar – Kowanyama (pavement stabilization and sealing) betterment project is near completion with seal works to be completed once accessible in the 2024 construction season. A pavement and sealing project on Normanton to Burketown Road (approx. 12km) has been submitted under 2024 betterment funding and the upgrade of Boredrain Creek causeway has been submitted for approval under REPA funding.

RECOMMENDATION:

That Council:

BUSINESS PAPERS

1. accepts the NDRRA/QDRF Report as presented; and
2. that those matters not covered by resolution be noted.

Background:

2021 QRA Event

1. Acquittal documentation for all five (5) submissions have been lodged on QRA MARS system.
2. Assurance audits are progressively being undertaken prior to final approval and payment of outstanding expenditure to Council.

2022 QRA Event

1. All six (6) QRA22 REPA submissions have been approved with a total RV of approx. \$66.8million (construction budget of \$46.8million).
2. Approximately 86.4% of the project has been completed with an estimated Expenditure Ratio of 0.90. Refer to Appendix A and B for construction progress summaries.
3. Setout for remaining roads within the QRA22 project is currently underway. Crews will progressively mobilise to camps over the next month to commence works once emergency works have been completed to enable heavy vehicle access.
4. The first two camps are expected to be establish at Donors Hill and Augustus camps during the last week of April.
5. The QRA22 scope will be prioritised to ensure submission deadlines of 30 June 2024 are met.
6. Submission 5 (South Eastern Roads) and Submission 6 (Mitchell River Crossing) have been lodged for acquittal. Due to significant additional damage incurred from the 2023 and 2024 events, all scope is expected to be rolled over into QRA23 and QRA24 submissions.

2023 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 6 January 2023 in response to the Northern and Central Queensland Monsoon and Flooding event.
2. All six (6) submissions have been lodged on QRA MARS system. Three (3) have been approved and Council has received the prepayments. Remaining submissions are currently being assessed by QRA and approval is expected shortly.
3. Construction of QRA23 scope will commence once QRA22 scope has been completed to ensure submission deadlines are met.
4. All QRA23 submissions have a completion deadline of 30 June 2025.

2024 QRA Event

1. Carpentaria Shire Council was activated for REPA, Emergency Works and CDO relief measures on 29 December 2023 in response to the Tropical Cyclone Jasper event.

BUSINESS PAPERS

2. Damage pickup has begun throughout the Shire on roads that are currently accessible from Normanton. Damage pickup will continue in the upcoming months as areas in the north of the Shire become accessible.
3. Damage assessments are in progress with submissions currently being prepared in the QRA MARS system.
4. Emergency works have commenced throughout the Shire on roads that are currently accessible and will continue in the upcoming months to restore access where required.

Remote Roads Upgrade Pilot Program (RRUPP)

Two (2) projects have been approved for construction under RRUPP funding.

1. The Iffley Road Gravel Upgrade project:
 - RV of approx. \$4.2million.
 - Constructed commenced prior to the wet season shut down.
 - Work will recommence once the road is accessible for construction vehicles.
2. Koolatah – Dixie Road Widening project:
 - RV of approx. \$2.5million.
 - Gravel has been pushed up prior to the wet season shut down.
 - Work will commence as soon as access to the north side of Mitchell River is practicable.

Mitchell River Bridge

1. The options analysis report for the Mitchell River Bridge requires updating to incorporate the damage incurred during the 2024 wet season in particular the southern embankment and the washouts along the north approach.
2. Roll over of this project into the 2024 event has commenced however specific damage photos and survey data will need to be sourced for inclusion into the final funding application.
3. With the additional damage, rectification will significantly exceed the \$25million trigger that necessitates a formal DRFA (federal) review prior to funding approval from QRA.
4. Design (by others) of the 2 lane, 20m TMR deck unit has been completed for the proposed bridge (approx. 460m) and is currently out for tender.

Other

5. Construction for the Dunbar – Kowanyama (pavement and sealing) betterment project is near completion with remaining scope (seal works) being scheduled once accessible during the 2024 construction season. A full list of betterment projects can be seen in Appendix C.
6. One (1) pavement and sealing project on Normanton to Burketown Road (approx. 12km) has been submitted to QRA under 2024 betterment funding.
7. The upgrade of Boredrain Creek causeway has been submitted for approval within Submission 6 of the QRA23 REPA submissions.

BUSINESS PAPERS

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Michael Wanrooy - Director of Engineering
- John Martin and Nick Lennon - ERSCON Consulting Engineers

Legal Implications:

- Nil.

Financial and Resource Implications:

- QRA 21 Trigger Point contribution - \$30,180
- QRA 22 Trigger Point contribution - \$30,015
- QRA 23 Trigger Point contribution - \$29,070
- QRA 24 Trigger Point contribution - \$33,293

Risk Management Implications:

- Low – QRA22 – All submissions have a construction deadline of 30 June 2024. QRA22 scope is being priorities over QRA23 scope to ensure deadlines are met.
- Low – QRA23 – All submissions have a construction deadline of 30 June 2025. An updated construction programme has been prepared to ensure submission deadlines are met.

CARPENTARIA SHIRE COUNCIL

SUMMARY OF QRA22 EXPENDITURE

CURRENT

Project Completed

Forecast Project Expenditure to RV Ratio

1/04/2024

86.4%

0.90



| Submission 5 - CSC.0059.2122D.REC | | | | | |
|-----------------------------------|--------------------------------|-------------|--------------|----------------------------|--|
| Road Name | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Mundjuro Access | \$ 63,144.41 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC |
| Pioneer Access | \$ 11,827.88 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC |
| Trenton Road | \$ 3,930,081.52 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0074.2223G.REC |
| TOTAL | \$ 4,005,053.81 | \$ - | | | |

*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

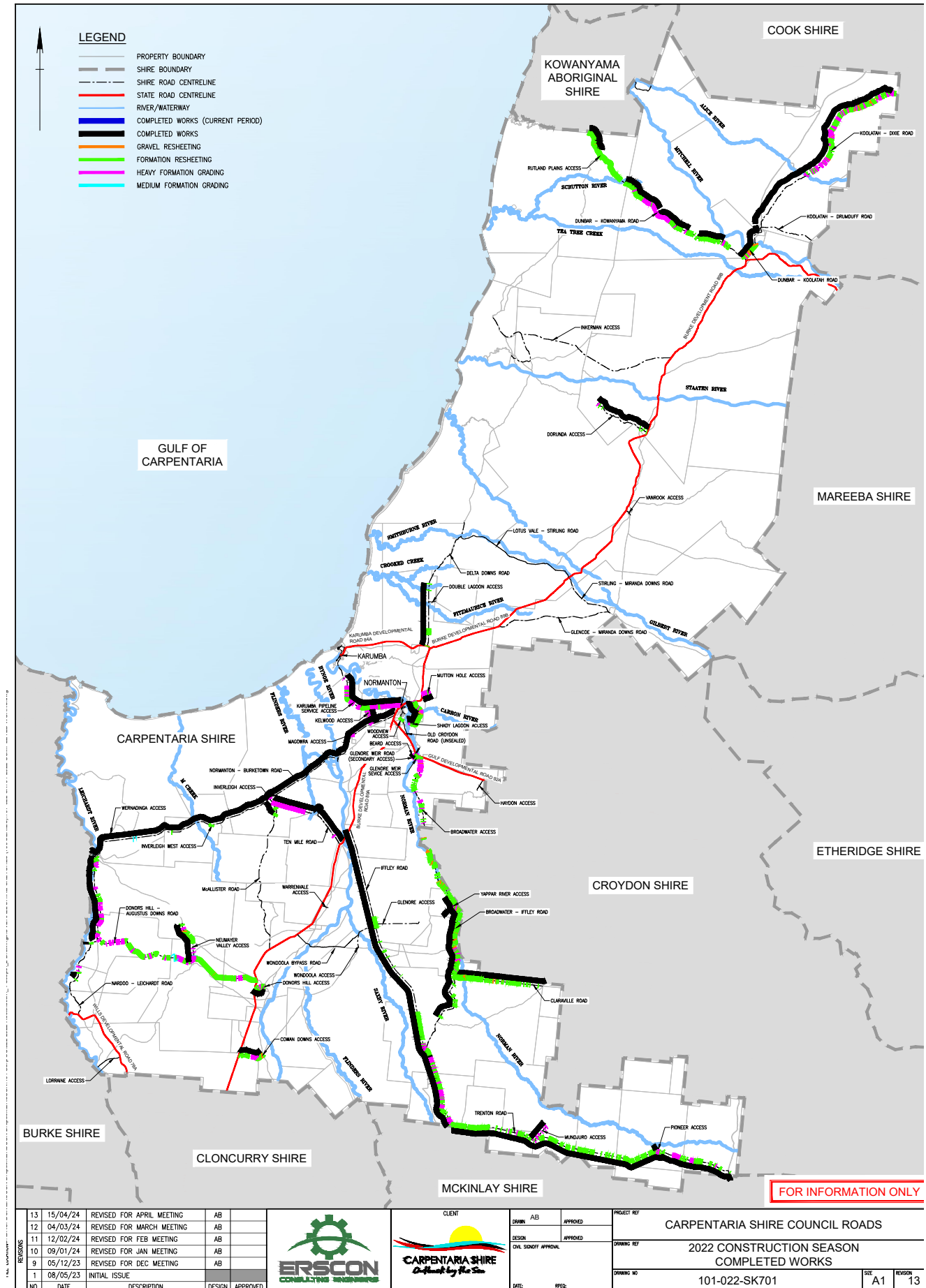
| Submission 1 - CSC.0060.2122D.REC | | | | | |
|--|--------------------------------|------------------------|--------------|----------------------------|---|
| Road Name | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Yappar River Access | \$ 96,778.87 | \$ 90,508.65 | 100% | 0.94 | Overlapping camp and establishment costs with simultaneously constructed Yappar River Access (Secondary Access) and QRA21 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Yappar River Access (Secondary Access) | \$ 39,976.45 | \$ - | 100% | 0.00 | Overlapping camp and establishment costs with simultaneously constructed Yappar River Access and QRA21 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Beard Access | \$ 21,971.41 | \$ - | 100% | 0.00 | Overlapping camp and establishment costs with simultaneously constructed Glenore Weir Road, Glenore Weir Secondary Access and Glenore Weir Service Access. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Iffley Road | \$ 4,856,868.60 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope was rolled over into CSC.0069.2223G.REC |
| Glenore Weir Road | \$ 9,544.65 | \$ 31,987.03 | 100% | 3.35 | Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Secondary Access and Glenore Weir Service Access. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Glenore Weir Road (Secondary Access) | \$ 5,146.14 | \$ - | 100% | 0.00 | Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Road and Glenore Weir Secondary Access. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Glenore Weir Service Access | \$ 63,999.36 | \$ 34,877.56 | 100% | 0.54 | Overlapping camp and establishment costs with simultaneously constructed Beard Access, Glenore Weir Road and Glenore Weir Secondary Access. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Claraville Road | \$ 1,665,824.70 | \$ 1,150,290.43 | 100% | 0.69 | Overlapping camp and establishment costs with simultaneously constructed QRA21 and QRA22 Broadwater - Iffley Road. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Broadwater - Iffley Road | \$ 4,346,661.50 | \$ 2,637,419.60 | 54% | 1.12 | Road was partially constructed before wet season shutdown, remaining works are expected to commence shortly. |
| TOTAL | \$ 10,970,016.36 | \$ 3,854,574.62 | | | |

| Submission 3 - CSC.0061.2122D.REC | | | | | |
|-----------------------------------|--------------------------------|----------------------|--------------|----------------------------|---|
| Road Name | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Mutton Hole Access | \$ 136,902.94 | \$ 75,358.03 | 100% | 0.55 | Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction. |
| Shady Lagoon Access | \$ 851,206.58 | \$ 399,507.93 | 100% | 0.47 | Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction. |
| Delta Downs Road | \$ 175,940.26 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope was rolled over into CSC.0073.2223G.REC |
| Dorunda Access | \$ 51,340.15 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope was rolled over into CSC.0072.2223G.REC |
| Dunbar - Koolatah Road | \$ 545,549.26 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2024 event, all line items are expected to be rolled over within 2024 submissions. |
| Koolatah - Dixie Road | \$ 2,773,859.17 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope was rolled over into CSC.0072.2223G.REC |
| Maggieville Access | \$ 2,604.28 | \$ 1,706.25 | 100% | 0.66 | Due to significant additional damage incurred from the 2023 event, all scope was rolled over into CSC.0072.2223G.REC |
| Rutland Plains Access | \$ 97,628.71 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2024 event, all line items are expected to be rolled over within 2024 submissions. |
| TOTAL | \$ 4,635,031.35 | \$ 476,572.21 | | | |

| Submission 2 (CSC.0063.2122D.REC) | | | | | |
|-----------------------------------|--------------------------------|------------------------|--------------|----------------------------|---|
| Road Name | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Neumayer Valley Access | \$ 432,541.55 | \$ 393,490.85 | 100% | 0.91 | Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill - Augustus Downs Access and QRA21 Neumayer Valley Access. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Donors Hill Access | \$ 289,892.91 | \$ 149,116.83 | 100% | 0.51 | Overlapping camp and establishment costs with simultaneously constructed with QRA21 Warrenvale Access and QRA21 Donors Hill - Augustus Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Inverleigh Access | \$ 27,124.21 | \$ 1,718.26 | 100% | 0.06 | Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction. |
| McAllister Road | \$ 146,560.60 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC |
| Normanton - Burketown Road | \$ 162,302.51 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC |
| Ten Mile Road | \$ 537,906.53 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC |
| Cowan Downs Access | \$ 516,686.65 | \$ 401,662.50 | 100% | 0.78 | Overlapping camp and establishment costs with simultaneously constructed with QRA21 Cowan Downs Access. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Karumba Pipeline Service Access | \$ 1,125,778.01 | \$ 848,119.32 | 100% | 0.75 | Significant cost savings were achieved due to the construction crew working from town with no camp establishment and ongoing camp costs required during construction. |
| Augustus Downs Access | \$ 31,886.54 | \$ 21,528.19 | 100% | 0.68 | Overlapping camp and establishment costs with simultaneously constructed QRA21 Donors Hill - Augustus Downs Road. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Nardoo - Leichardt Road | \$ 853,337.09 | \$ 1,163,374.80 | 100% | 1.36 | Overlapping camp and establishment costs with simultaneously constructed QRA21 Nardoo - Leichardt Road. When assessing roads together expenditure is expected to align closely with the combined RV. |
| Kelwood Access | \$ 287,341.93 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2023 event, all scope is expected to be rolled over within CSC.0075.2223G.REC |
| Donors Hill - Augustus Downs Road | \$ 4,133,078.25 | \$ 2,176,037.56 | 0% | 1.00 | Preliminary costs booked for gravel push-up, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. |
| Inverleigh West Access | \$ 29,980.97 | \$ 58,040.05 | 0% | 1.00 | Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. |
| Magowra Access | \$ 55,471.26 | \$ - | 0% | 1.00 | |
| Woodview Access | \$ 43,891.63 | \$ 917.51 | 0% | 1.00 | Preliminary costs booked, no construction has commenced. Actual start date to be updated to reflect the actual start date of construction. |
| TOTAL | \$ 8,673,780.64 | \$ 5,214,005.87 | | | |

| Submission 4 (CSC.0064.2122D.REC) | | | | | |
|--------------------------------------|--------------------------------|-------------------------|--------------|----------------------------|--|
| Road Name | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Dunbar - Kowanyama Road (REPA) | \$ 4,839,821.00 | \$ 7,758,710.72 | 100% | 1.60 | Overlapping camp and establishment costs with simultaneously constructed QRA21 Dunbar - Kowanyama Road scope. When assessing roads together expenditure is expected to align closely with the combined RV. Due to significant additional damage incurred from the 2023 and 2024 events, the majority of line items were rolled over into CSC.0072.2223G.REC and 5 line items are expected to be rolled over within 2024 submissions. |
| Dunbar - Kowanyama Road (Betterment) | \$ 5,350,169.94 | \$ 3,309,245.86 | 100% | 0.69 | |
| TOTAL | \$ 10,189,990.94 | \$ 11,067,956.58 | | | |

| Submission 6 (CSC.0066.2122D.REC) | | | | | |
|-----------------------------------|--------------------------------|-------------|--------------|----------------------------|---|
| Road Name | Construction Recommended Value | Expenditure | Complete (%) | Expected Expenditure Ratio | Notes |
| Mitchell River Crossing | \$ 15,000,000.00 | \$ - | 100% | 0.00 | Due to significant additional damage incurred from the 2024 event, all scope is expected to be rolled over within 2024 submissions. |
| TOTAL | \$ 15,000,000.00 | \$ - | | | |



Appendix E - Approved Betterment Projects

| Funding Source | Project Name | Total Project Value | Deadline |
|--|--|---------------------|------------|
| Recovery and Resilience Grants (RRG) | Karumba Airport Weather Station | \$87,000 | 01/12/2023 |
| Recovery and Resilience Grants (RRG) | Soda Ash Batching Machine | \$180,000 | 01/12/2023 |
| Recovery and Resilience Grants (RRG) | Normanton WTP Chlorine Generator Cell Upgrade & Karumba Sewerage Upgrades | \$150,000 | 01/12/2023 |
| Recovery and Resilience Grants (RRG) | Normanton Water Treatment Plant Storage Upgrades | \$40,000 | 01/12/2023 |
| Recovery and Resilience Grants (RRG) | Investigation into New Karumba Sewage System | \$80,000 | 01/12/2023 |
| Recovery and Resilience Grants (RRG) | Glenore Weir Intake, Pipework and Valve Set Upgrades | \$320,000 | 01/12/2023 |
| Queensland Resilience and Risk Reduction Fund (QRRRF) | Normanton Stormwater Upgrades | \$228,882 | 30/06/2023 |
| Flood Mitigation Infrastructure (FMI) | Armstrong Creek Causeway | \$793,339 | 31/12/2023 |
| Queensland Resilience and Risk Reduction Fund (QRRRF) | Inverleigh West Causeway Upgrade | \$500,000 | 30/06/2024 |
| Queensland Resilience and Risk Reduction Fund (QRRRF) | Karumba Foreshore | \$500,000 | 31/12/2023 |
| Queensland Resilience and Risk Reduction Fund (QRRRF) | Mitchell River Crossing Upgrade Investigation | \$300,000 | 30/06/2024 |
| Remote Roads Upgrade Pilot Program (RRUPP) | Iffley Road gravel upgrade | \$4,206,687 | |
| Remote Roads Upgrade Pilot Program (RRUPP) | Koolatah – Dixie Road widening | \$2,477,642 | |
| Queensland Resilience and Risk Reduction Fund (QRRRF) | Karumba Shoreline Protection & Revitalisation – Beach Sand Retention Project | \$1,335,604 | 30/06/2024 |
| Queensland Betterment Funding | Dunbar - Kowanyama Road (Pavement and Sealing) | \$5,255,089 | 30/06/2024 |
| Community and Recreational Asset Recovery and Resilience Program | Burke and Wills Monument Access Road (Pavement and Sealing) | \$364,268 | 30/06/2024 |
| Flood Risk Management Program (FRMP) | WP3 Flood studies, risk assessments, management studies and intelligence systems | \$171,785 | 30/06/2024 |

Project has been completed

BUSINESS PAPERS

12.3 WATER AND WASTE MONTHLY REPORT

| | |
|----------------------|---|
| Attachments: | NIL |
| Author: | Joe Beddows - Technical Officer - Water and Waste |
| Date: | 18 April 2024 |
| Key Outcome: | A well governed, responsive Council, providing effective leadership and management, and respecting community values |
| Key Strategy: | Provision of safe and reliable infrastructure (roads, water and sewer, buildings and facilities, etc.) |

Executive Summary:

This report has been prepared to provide Council with an overview of actions completed and underway within the Water and Waste Department throughout March.

The following items of interest are presented in further detail within the report:

- Total treated water consumption (Normanton and Karumba) was 48.0ML for the month of March.
- Eight eOne pump replacements occurred for the month of March.

RECOMMENDATION:

That Council:

1. receive and note the Water and Waste Monthly Report for February 2024; and
2. that those matters not covered by resolution be noted.

Background:

Water Industry Update

The next NW-QWRAP is scheduled for 30 of May 2024.

- Remote Area Planning & Development Board – Water and Sewage Alliance (RAPAD WSA) Reservoir cleaning activities in Normanton and Karumba were once again postponed owing to the unfavourable weather conditions prevailing in the West Queensland area, including flooding and road restrictions, the reservoir cleaning operations for Carpentaria SC have been postponed until these conditions improve. Carpentaria Shire will be notified as soon as the program is planned to resume.

Operations

Normanton-Karumba Water Supply Scheme

- New Generator Installations have commenced in March, beginning with Sewer Pump Station 3.
- Cleaning of the Normanton WTP Backwash Sludge Lagoon began in March. The Lagoon was heavily overgrown with vegetation and sludge, causing blockages to the backwash water pipeline

BUSINESS PAPERS



Photo: Normanton WTP Sludge Lagoon

- four minor leaks were reported for the Karumba water main distribution network, no major leaks reported.

The water level at Glenore Weir was measured at 10.2m on the last day of the month. The Bureau of Meteorology recorded 263.2mm of rain at Normanton Airport during the month.



Figure 1 – Glenore Weir River Height at end of month

BUSINESS PAPERS

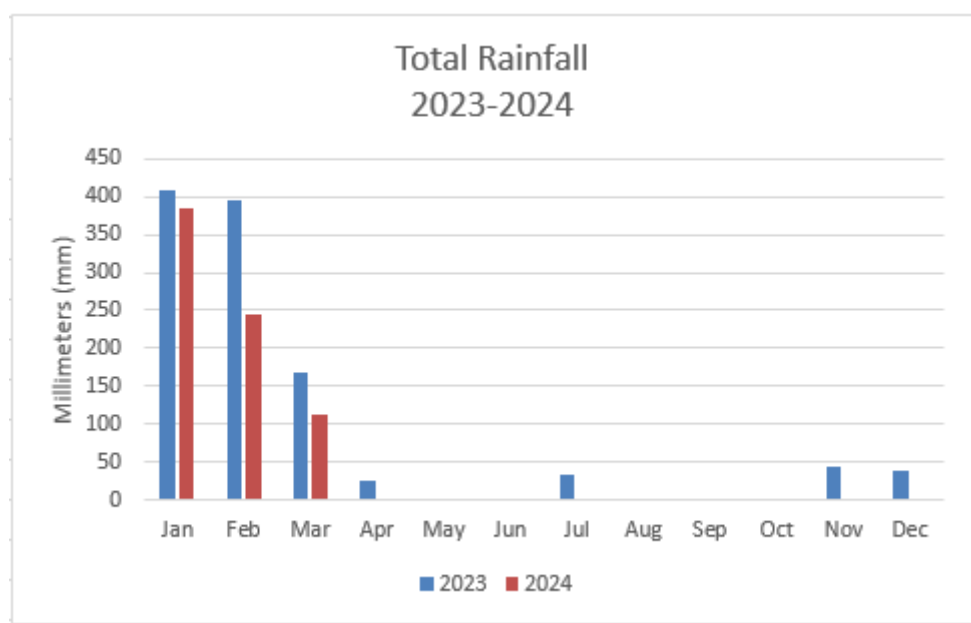


Figure 2 – Monthly Rainfall

For the month of January, approximately 51.1ML was pumped from Glenore Weir and 2.6ML from the Normanton bore for a total of 53.7ML of raw water.

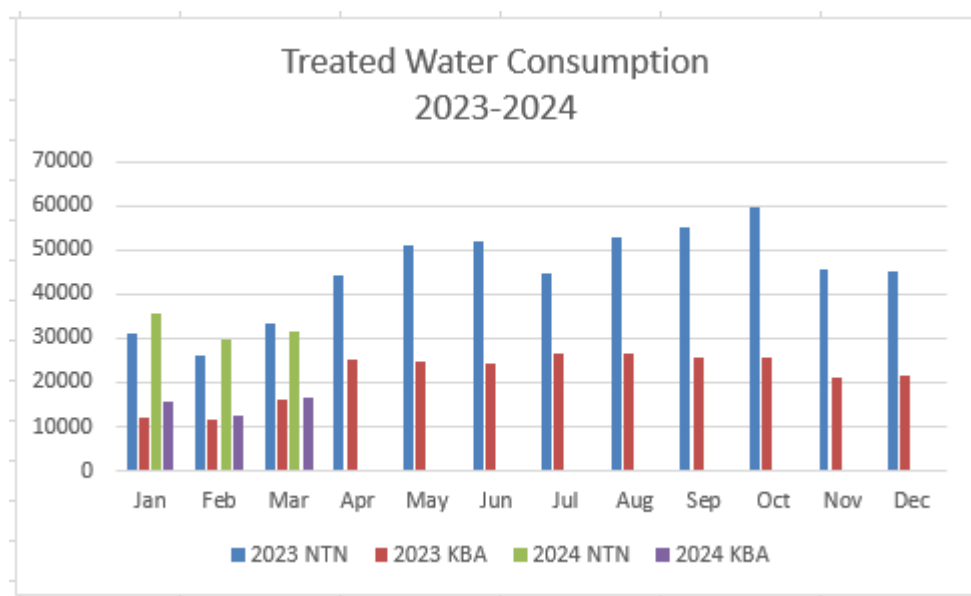


Figure 3 – Treated Water Consumption by Zone

Normanton Sewerage Scheme

New generator has been installed at Sewer Pump Station 3, located on Brown Street.

Karumba Sewerage Scheme

- During March, eight (8) low pressure pumps were replaced.
- 26 e-one pumps and 5 new Aquatec pumps remain in stock for Karumba
 - Both Membrane's TMP holding above -30 KPA and not running at their full capacity to produce permeate water for the month of March 2024. The Membranes ability to produce permeate water is drastically reduced when TMP's are above -30 KPA. Due

BUSINESS PAPERS

to the old age of the Karumba STP's membranes, it is becoming more and more difficult to produce permeate effectively to keep up with demand.



Photo: Membrane cassette

- Karumba Sewage Treatment facility treated approximately 7.4ML during March.

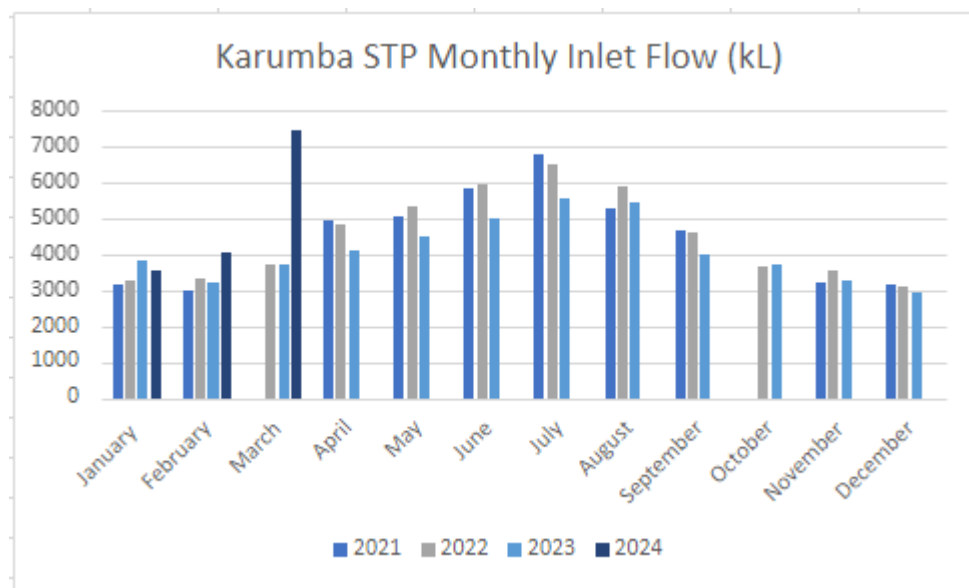


Figure 4 – Total Monthly inlet flow for Karumba STP

BUSINESS PAPERS

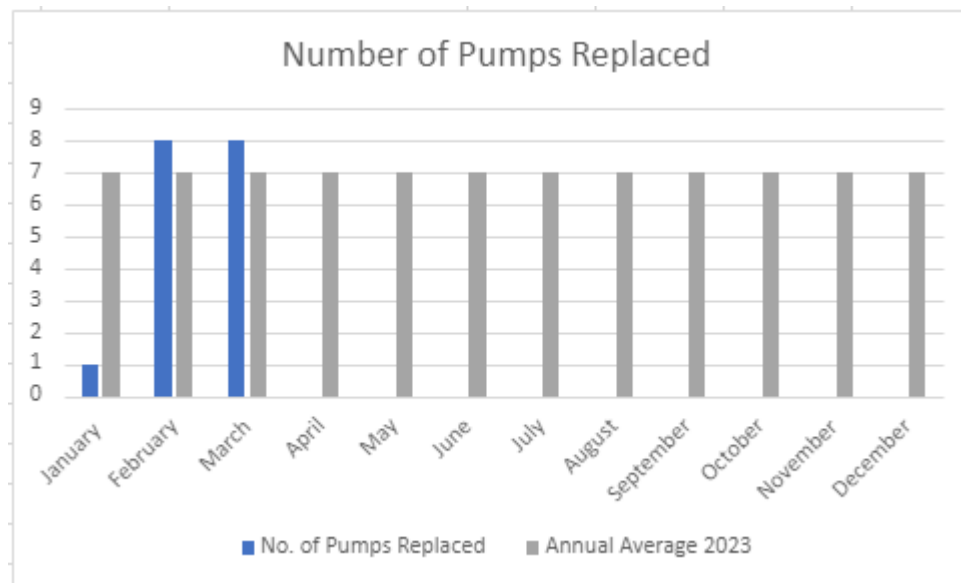


Figure 5 – Sewer Reticulation Pump Replacements

Waste Services

Regular discussions were held with the site supervisors to maintain operations as well as monthly virtual meetings with managers and directors. Work continues in a business-as-usual fashion.

Compliance

The Drinking Water Quality Management Plan amendment has been submitted. Water and Waste have engaged a suitably qualified consultant to support the team to meet this legislative requirement.

| Item | Description | Due | Status | Comment |
|------|---|---------|--------|---|
| 1 | Service Provider Annual Registration | July 23 | ✓ | <u>Complete.</u> |
| 2 | Waste Annual Data Survey | Aug 23 | ✓ | <u>Complete.</u> Data has been estimated as Councils systems do not support data management for the indicators. |
| 3 | Queensland Government Key Performance Indicator Reporting | Oct 23 | ✓ | <u>Complete.</u> Some data has been estimated as Councils systems do not support data management for all indicators. |
| 4 | Waste Environmental Permit Report | Nov 23 | ○ | Report has been written. |
| 5 | Sewerage Environmental Permit Report | Nov 23 | ○ | Report has been written. |
| 6 | Drinking Water Quality Management Plan Annual Report | Dec 23 | ✓ | <u>Complete.</u> |
| 7 | Fluoride Public Health Report - March, June, September, December | Dec 23 | ✓ | <u>Complete.</u> |
| 8 | Drinking Water Quality Management Plan Review | Jan 24 | ✓ | <u>Complete</u> |

BUSINESS PAPERS

Projects – Capital & Funded Works Underway

| Project No. | Project Name | On Time | On Budget | Comment |
|---------------|--|---------|-----------|--|
| <u>CO2411</u> | <u>Waste - New fencing and repair fencing at Normanton Landfill</u> | ✓ | ✓ | <u>Complete.</u> |
| <u>CO2410</u> | <u>Waste - Security System Design and install - Karumba</u> | ✓ | ✓ | <u>Complete.</u> |
| <u>CO2409</u> | <u>Waste - Security System Design and install - Normanton</u> | ✓ | ✓ | <u>Complete.</u> |
| CS2403 | Sewer - Analyser Upgrades / Replacement Program | ✓ | ✓ | To be completed this calendar year. |
| <u>CS2401</u> | <u>Sewer - Generator for Pump Station 3</u> | ○ | ○ | Pending install. |
| <u>CS2202</u> | <u>Sewer - Karumba - Pump Replacement (eOne)</u> | ✓ | ✓ | Stage 2 complete. |
| CS2405 | Sewer - Karumba Sewerage Upgrades and Renewals | ○ | ○ | Progressing. |
| CS2201 | Sewer - Karumba STP - Membrane Replacement & Skid Renewal | ○ | ○ | Options analysis and specification being finalized and will be presented to Council once options are received from the market. |
| <u>CS2404</u> | <u>Sewer - Pump Replacement Program</u> | ✓ | ✓ | <u>Complete.</u> |
| <u>CS2402</u> | <u>Sewer - STP – Aerators</u> | ✓ | ✓ | <u>Complete.</u> |
| CW2406 | Water - Analyser Upgrades / Replacement Program | ✓ | ✓ | Quotes being sought for remainder of scope. |
| RRF001A | Water - Glenore Weir Raw Water Upgrade - Emergency Intake Structure | ○ | ○ | On track. |
| CW2204 | Water - Glenore Weir Water Pipe Replacement Planning Project | ✓ | ✓ | On track. |
| CW2405 | Water - Karumba Chlorination Renewal | ✓ | ✓ | Commenced. Quotes being sought to extend the Chemical storage area and dosing arrangement updates to ensure compliance. |
| <u>RRF002</u> | <u>Water - Karumba Water Tower/Reservoirs On site Chlorine Generator</u> | ✓ | ✓ | <u>Complete.</u> |
| CW2402 | Water - Meter Replacement Program - Pending advice in Smart Metering Business Case | ○ | ○ | Ongoing. |
| <u>RRF005</u> | <u>Water - Normanton Treatment Plant - Replacement of Soda Ash Dosing system</u> | ✓ | ✓ | <u>Complete.</u> |
| CW2401 | Water - Normanton Water Treatment Plant Storage Upgrades | ○ | ✓ | Ongoing. |
| CW2408 | Water - Pump Replacement Program | ✓ | ✓ | Ongoing. |
| CW2403 | Water - SCADA / Telemetry Renewals | ✓ | ✓ | Awaiting install. |

BUSINESS PAPERS

| Project No. | Project Name | On Time | On Budget | Comment |
|-------------|---|---------|-----------|------------------|
| WQ2205 | Water - Treatment Plant - Controls/Monitoring - Priorities to be established. | ✓ | ✓ | <u>Complete.</u> |

Operational Works / Projects raised by Council

| Date | Ref | Description | On Time | On Budget | Comment |
|----------|-----|---|---------|-----------|---|
| 21/06/23 | 3 | Customer Service Standards | ✓ | ✓ | Report is being presented to Council in March Meeting. |
| 20/11/23 | 4 | Water and Waste Resourcing Investigate alternate arrangements to deliver services. | ○ | ✓ | <ul style="list-style-type: none"> - Onboarding for the 2x Trainees continues. - eOne Service agreement (On Hold) - recruitment for Karumba Operator (On Hold pending Housing) |

Consultation (Internal/External):

- Michael Wanrooy - Director of Engineering
- Joe Beddows – Technical Officer (Water and Waste)
- Matthew Brennan – Project Engineer
- Trades and operational staff
- qldwater
- Viridis Consultants
- AgNr Consultants
- Wanless Pty Ltd
- Department of Environment and Science

Legal Implications:

- Low.

Financial and Resource Implications:

- Medium.

Financial

| Row Labels | Sum of Current Budget | Sum of YTD Actual | Sum of Order Value | Sum of Total Actual |
|---------------------------------------|-----------------------|-------------------|--------------------|---------------------|
| Operating Expenditure | | | | |
| ⊕ Landfill/ Waste Transfer Operations | 979,853 | 584,741 | 266,982 | 851,722 |
| ⊕ Raw Water Network | 55,000 | 1,790 | 0 | 1,790 |
| ⊕ Refuse Collection | 203,083 | 168,827 | 0 | 168,827 |
| ⊕ Sewerage | 1,923,140 | 1,087,940 | 97,893 | 1,185,833 |
| ⊕ Water | 3,563,313 | 2,322,440 | 222,485 | 2,544,925 |
| Operating Expenditure Total | 6,724,388 | 4,165,737 | 587,360 | 4,753,097 |
| Operating Income | | | | |
| ⊕ Landfill/ Waste Transfer Operations | -737,000 | -778,992 | 0 | -778,992 |
| ⊕ Refuse Collection | 0 | -4,101 | 0 | -4,101 |
| ⊕ Sewerage | -1,695,000 | -1,550,630 | 0 | -1,550,630 |
| ⊕ Water | -1,852,500 | -1,676,504 | 0 | -1,676,504 |
| Operating Income Total | -4,284,500 | -4,010,227 | 0 | -4,010,227 |
| Grand Total | 2,439,888 | 155,511 | 587,360 | 742,871 |

Risk Management Implications:

- Continue to monitor.

BUSINESS PAPERS

12.4 WORKSHOP REPORT

Attachments: NIL
Author: William Bollen - Workshop Foreman
Date: 18 April 2024

Key Outcome: 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

Key Strategy: 5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure.

Executive Summary:

This report provides information and updates to Council on various maintenance and repairs that are facilitated within the Workshop.

RECOMMENDATION:

That Council:

1. receive the Workshop Report as presented; and
2. that those matters not covered by resolution be noted.

Background:

Service, Repairs and Maintenance

Completed Tasks:

Below is the works carried out over the last month.

Please note the majority of these service and repairs include travel time and some minor defects are not recorded below.

| Current and Completed Tasks | |
|--------------------------------------|--|
| P6501 to P6508 Pioneers | Seals replaced, bearing repacked, some tyres replaced, body repairs |
| P3515 Grader | 500 Hr Service completed |
| P1164 Hilux | Starter motor Replaced |
| P1771 Hilux | Replaced clutch, throw out bearing, spigot bearing and cleaned rust from selector stick. |
| Toro Mower | Repaired punctures in all tyres |
| P3811 Grader | 2000hr Service, tandem housing and chain box seals replaced. |
| P3531 | Replace battery and remove rope from around blades |
| Current and Completed Tasks (contd.) | |
| P1771 Hilux | Logbook Service, brake adjustment and uhf repairs. |

BUSINESS PAPERS

| | |
|-----------------------------|--|
| P3118 Grader | Replace all transmission filters and perform 2000hr service |
| P1710 Prado | Logbook Service completed and low beam checked |
| P0130 Garbage Compactor | Service and replace bulbs |
| P1771 Hilux | Replace front pads and drums |
| P1638 Prado | Replace all 4 tyres |
| P9918 Hilux | Replace all 4 tyres |
| P0394 Float Low Loader | All brake shoes replaced, bushes replaced, rockers box repairs, S-cam shafts cleaned, wheel bearings and seals replaced, pins checked against specs, |
| P9918 Hilux | Complete logbook service and replace 2 tyres |
| P1181 Hilux | Replace rear shoes, drums and adjust |
| P9925 Cruiser | Logbook service |
| P1111 Hilux | Logbook service |
| P2903 Isuzu Truck | Replace alternator and belt, repair metering loom to cluster |
| P2801 Hino Truck | Replace windscreen rubbers |
| P1174 Hilux | Logbook Service and front tyres replaced |
| P2902 Isuzu Truck | Logbook service |
| P9923 Cruiser | Service and replace all gear oils after water contamination |
| P9932 Cruiser | Changed diff oil and rear pads |
| P9314 Cruiser | Replace windscreen |
| P1773 Hilux | Service and replace aerial uhf. |
| P3701 Loader | Complete 500hr service, order replace grease pod. |
| P1770 Hilux | Replace 2x tyres |
| P3118 Grader | Complete 2000hr service |
| P3717 Grader | Complete 2000hr service |
| Current and Completed Tasks | |
| P3316 Grader | Complete 250hr service |

BUSINESS PAPERS

| | |
|--------------------------|--|
| P2512 Giga | Service completed, head light loom repaired |
| P2534 Isuzu truck | ECM electrical fault repaired n KBA |
| P2402 Isuzu Truck tipper | ECM electrical fault repaired in NTN |
| P3033 Tractor | A/C repaired, Joystick repaired |
| P3531 Tractor | Slasher adjustments corrected |
| P2703 RMPC truck | Arrow board fault corrected |
| P3137 Backhoe | Bottom Ram swapped out for cemetery purposes |
| P1164 Cruiser | Major Service completed |
| P2626 Sweeper | Currently being prepared for fan replacement and various repairs |
| P4512 Kubota Mower | Serviced in KBA |
| P4511 Kubota Mower | Serviced in KBA |
| #1Toro Mower | Serviced and blades replaced in NTN |
| #2 Toro Mower | Serviced and Blades replaced in NTN |
| #3 Toro Mower | Serviced, 1x blade replaced and deck belt replaced |

Plant currently on the waiting list for repairs for either parts or diagnosing:

P3609 NTN Backhoe – Engine installed and waiting for fuel system hook up, boom ram re-sealed

Consultation (Internal/External):

- Nil.

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

12.5 BUILDING AND PLANNING REPORT

Attachments: NIL
Author: Elizabeth Browning - Engineering Records Operator
Date: 18 April 2024

Key Outcome: 4.1 - Sustainable urban and rural development
Key Strategy: 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

Executive Summary:

The report is to advise Council of relevant planning and building activities within the Shire for the month of March 2024.

RECOMMENDATION:

That Council note and accept the content of the Building and Planning Report as presented.

Background:

Planning Applications Received

| DA No. | Applicant | Address | Application Type | Status |
|--------|--|--|---|---|
| I/2329 | Paul Prenzler, Royal Haskoning DHV | Palmer Street Karumba QLD 4891 (Lot 11 NM843281 and Lot 68 NM98) | Operational Tidal Works (Coastal protection works, rock revetment wall and groyne) Stage1 | Response and conditions from SARA 2310-37292 |
| I/2334 | Paul Prenzler, Royal Haskoning DHV | 2 Ward Street Karumba QLD 4891 (Lot 60 RP818020); 24-28 Palmer Street Karumba QLD 4891 (Lot 1 SP168781); Esplanade, Karumba QLD 4891 (Lot 56 K3645); 30 Palmer Street Karumba QLD 4891 (Lot 55 K3645); (Lot 54 K3645); (Lot 14 SP252497). | Operational Tidal Works (Coastal protection works, rock revetment wall and groyne) Stage 2 & 3. (SARA 2312- 38232) | SARA's referral agency response extended to 24 April 2024 |

BUSINESS PAPERS

Planning Applications Approved

| DA No. | Applicant | Address | Application Type | Status |
|--------|-----------|---------|------------------|--------|
| N/A | | | | |

Building Applications Received by Building Certifier

| DA No. | Applicant | Address | Application Type | Value |
|--------|--------------------------------------|---|-------------------------|-------|
| I/2401 | Department of Housing & Public Works | 5 Greenaway Street Normanton QLD 4890 (Lot 60 SP218124) | 2x 2brm Dwelling Duplex | Tba |
| I/2402 | Department of Housing & Public Works | 7 Greenaway Street Normanton QLD 4890 (Lot 59 SP218124) | 2x 2brm Dwelling Duplex | Tba |
| I/2410 | Energy Queensland Limited | 15 Travers Street Normanton QLD 4890 (Lot 10 SP136532) | Shed | Tba |
| I/2411 | Energy Queensland Limited | 12 Philp Street Normanton QLD 4890 (Lot 2 SP136532) | Shed | Tba |
| I/2412 | Energy Queensland Limited | 10 Noel Street Normanton QLD 4890 (Lot 28 N14839) | Shed | Tba |
| I/2413 | Energy Queensland Limited | 10 Brodie Street Normanton QLD 4890 (Lot 56 N1481) | Shed | Tba |
| I/2414 | Energy Queensland Limited | 5 Noel Street Normanton QLD 4890 (Lot 17 N14839) | Shed | Tba |

Applications pending waiting on further information (Applicants advised)

| DA No. | Applicant | Address | Application Type | Date Received |
|--------|---|--|---------------------------------|-----------------------------|
| I/2227 | Epic Environmental Pty Ltd on behalf of | (Lot 2 TD1, Lot 1 & 2 on TD4, &) Lot 166 | Assessment Determination – Gulf | 01/12/2022. (Request for |

BUSINESS PAPERS

| | | | | |
|--------|---|---|--|---------------------|
| | AACo | SP276509 | Irrigation Project | Third Party advice) |
| I/2302 | tba | 3 Ellis Street, Normanton 4890 (Lot 26 N14849) | Dual occupancy | tba |
| I/2304 | tba | Karumba Point Caravan Park, Karumba QLD 4891 (Lot 11 SP258858) | Purchase State Land (boundary realignment – Lot 11 SP258858) | Tba |
| I/2408 | Sticks Stones Urban Design for Energy Queensland LTD | 1 Bell Street Normanton QLD 4890 (Lot 28 SP136520) | Extension to Existing Building with amenities (Industrial Building – EQL Depot) | Tba |

Non-Conformance

| DA No. | Applicant | Address | Application Type | Status |
|--------|-----------|---------|------------------|--------|
| N/A | | | | |

Consultation (internal/external)

- Jennifer Roughan – Consultant Town Planner
- Michael Cheung – Town Planning for Telstra
- Jason Burger – Building Certifier, GBA
- Peter Watton – Building Certifier

Legal implications

- N/A

Policy Implications

- N/A

Financial and Resource Implications

- N/A

Risk Management Implications

- Low – risks are within normal operational parameters.

BUSINESS PAPERS

12.6 DEVELOPMENT APPLICATION - OPERATIONAL WORKS STAGE 1 SHORELINE PROTECTION WORKS - BOAT RAMP GROYNE AND RIVER GROYNE KARUMBA - I/2329

| | |
|----------------------|--|
| Attachments: | 12.6.1. Appendix A: Assessment Against Schedule 3 of the Coastal Protection and Management Regulation 2017 ↓ 12.6.2. Appendix B: Referral Agency Conditions of Approval ↓ |
| Author: | Tahirih Bristow-Stagg - Assistant Building Planning & Property Officer |
| Date: | 18 April 2024 |
| Key Outcome: | 4.1 - Sustainable urban and rural development |
| Key Strategy: | 4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation. |

Executive Summary:

The application seeks a development permit for prescribed tidal works being the Stage 1 Shoreline Protection Works for Karumba, being boat ramp and river groynes. On the tidal area adjoining esplanade and lots fronting Ward & Palmer Streets, being Lot 11 NM843281, Lot 68 NM98 and esplanade area.

RECOMMENDATION:

That Council resolve in accordance with the Planning Act 2016, that the applicant be notified Council approves the application for a Development Permit for operational works being prescribed tidal works for Stage 1 Shoreline Protection Works for Karumba, being boat ramp and river groynes at lot 11 NM843281, lot 68 NM98 and esplanade area Karumba, subject to the conditions detailed below.

Background:

Summary of Assessment

The application relates to prescribed tidal works for the purposes of shoreline protection at the boat ramp and car park Karumba Point. The works are proposed to mitigate natural hazard impacts, ensure the protection of key assets, and public access to and enjoyment of the foreshore.

Operational work for tidal works is made assessable under schedule 10, part 17 of the Planning regulation 2017. Schedule 8 of the Planning Regulation establishes Carpentaria Shire Council as the assessment manager for the application and requires assessment against the Coastal Protection and Management Regulation 2017, schedule 3. The work is not made assessable under Carpentaria Shire's planning scheme. Therefore, the planning scheme is not a relevant assessment benchmark and is not used in this assessment.

The proposed development complies or can be conditioned to comply with the applicable assessment benchmarks. Accordingly, the application must be approved under section 60(2) of the Planning Act 2017.

The State Assessment and Referral Agency (SARA) and Ports North were referral agencies for this application. Both authorities are satisfied with the proposal and have provided conditions of approval which are to be attached to any development permit for the work.

The Site and Proposed Development

The Site

The total area in which the tidal works are proposed extends approximately 1 km from Fielding Street in the north to the boat ramp car park in the south. This stage 1 application relates only to the southern area around the boat ramp and car park.

The area concerned is formally described as lot 11 NM843281, lot 68 NM98 and esplanade.

BUSINESS PAPERS



Figure 1: Aerial View

The Proposed Development

The Karumba Point shoreline protection and revitalisation project to mitigate natural hazard impacts, ensuring the protection of key assets, future investment, and the region's tourism industry. The works have been proposed with the following objectives:

- minimise and reduce severity of future erosion along Karumba Point;
- reinstate the amenity of the beach environment and increase public amenity, including foreshore access;
- mitigate natural hazard impacts to key assets, future investments, and the region's critical tourism industry;
- minimise environmental and beach user impacts;
- cater for projected sea level rise;
- improve marine habitat and offset impacts associated with coastal protection works.

This application relates to stage 1 of the project and involves the following (refer figure 2):

- boat ramp groyne – to stabilise the beach north of the boat ramp and to improve access to the boat ramp for boating users by reducing wave exposure; and
- river groyne field – three groynes constructed adjacent to the boat ramp carpark to stabilise the beach and minimise beach erosion threatening the carpark facilities.

The Karumba Point boat ramp is exposed to waves from the north to north-west directions which can limit the usability and safety of the facility. The proposed groyne is located adjacent to the northern side of the boat ramp providing protection from northerly waves during large tides.

The boat ramp car park is threatened by erosion associated with floods and northerly wave events which. The proposed groyne field has been designed to protect the bank from wave action and deflect the river flows to minimise riverbank erosion. The groynes are located approximately 50m apart and will act to stabilise the beach between the structures and avoid the need for hard protection works.

BUSINESS PAPERS

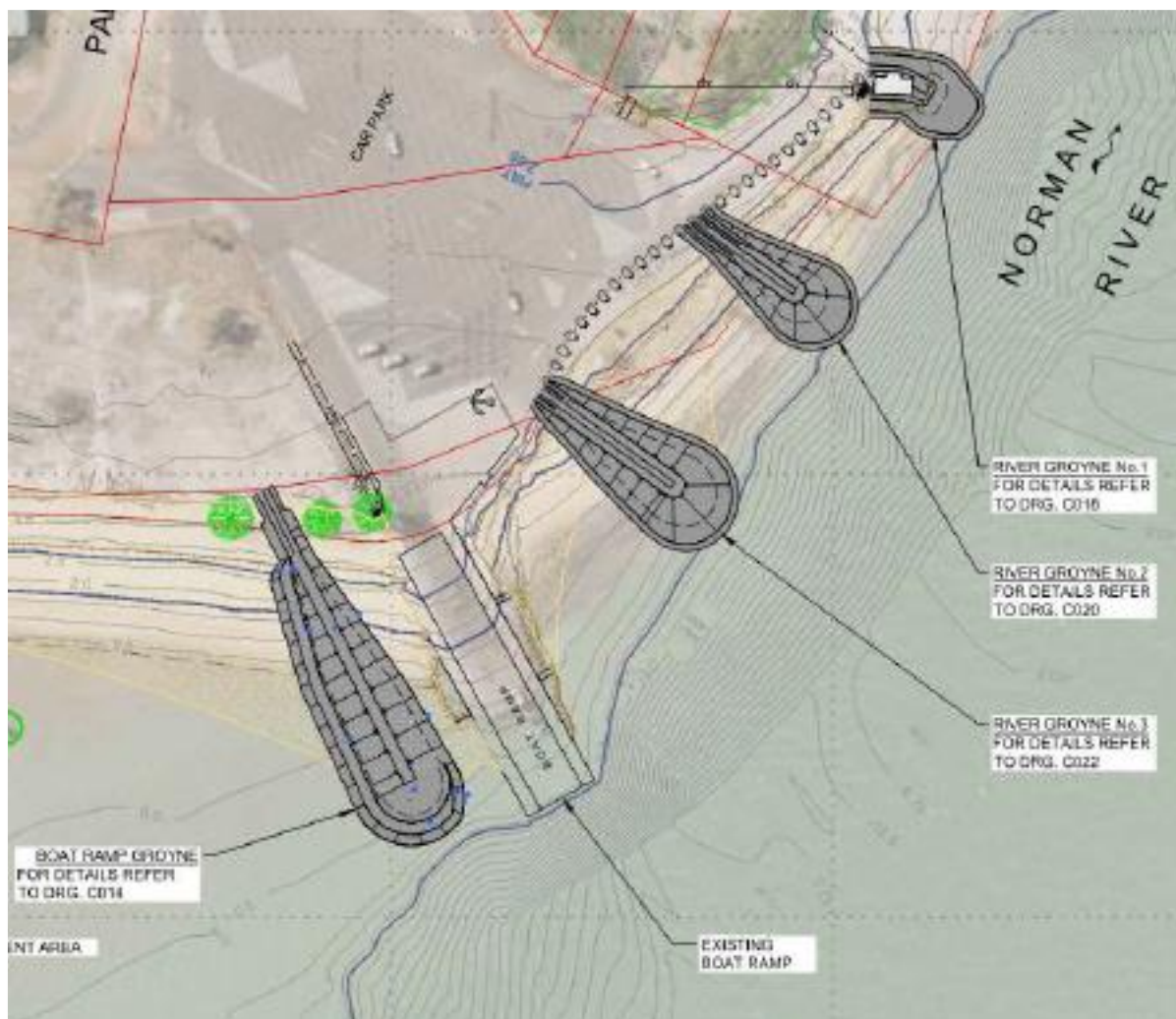


Figure 2: Proposed groyne field

Assessment **Overview**

Decision Making Requirements for Code Assessable Development

The Planning Act 2016 requirements for code assessment are set out in section 45 (3). It requires that a code assessable application must be carried out only:

- (a) against the applicable assessment benchmarks (including the relevant codes in the planning scheme and the relevant assessment benchmarks set out in the State Planning Policy ; and
- (b) having regard to any matters prescribed by regulation (which include the State Planning Policy and the material submitted with the application).

Section 60 (2) of the Planning Act states that, after carrying out the assessment, the assessment manager:

- (a) must decide to approve the application to the extent the development complies with all of the assessment benchmarks for the development;
- (b) may decide to approve the application even if the development does not comply with some of the assessment benchmarks;
- (c) may impose development conditions on an approval; and
- (d) may, to the extent the development does not comply with some or all the assessment benchmarks, decide to refuse the application only if compliance cannot be achieved by imposing development conditions.

BUSINESS PAPERS

Operational work for tidal works is made assessable under schedule 10, part 17 of the Planning regulation 2017. Schedule 8 of the Planning Regulation establishes Carpentaria Shire Council as the assessment manager for the application and requires assessment against the Coastal Protection and Management Regulation 2017, schedule 3. A full assessment of the proposal against schedule 3 is included in Appendix A. An overview is provided below.

The work is not made assessable under Carpentaria Shire's planning scheme. Therefore, the planning scheme is not a relevant assessment benchmark and is not used in this assessment.

Assessment Against Schedule 3

The purpose of the assessment benchmarks in schedule 3 of the Coastal Protection and Management Regulation 2017, is to ensure prescribed tidal works—

- (a) *are compatible with the character and amenity of their surrounding area;*
- (b) *are designed and constructed in a way to ensure they are structurally sound;*
- (c) *are safe for their intended use;*
- (d) *are adequately serviced with infrastructure, including, for example, infrastructure for the supply of water or the discharge of sewage;*
- (e) *involve only minimal use of State tidal land for a private purpose; and*
- (f) *do not cause a significant adverse effect to any of the following—*
 - (i) *existing public use of, and access to, State tidal land or tidal water;*
 - (ii) *navigable access to, or navigable egress from, any lot that adjoins, or is in the immediate surroundings of, a lot connected to prescribed tidal works;*
 - (iii) *the natural features of tidal water, including, for example, the water quality and bed and banks of the tidal water;*
 - (iv) *the structural integrity, operation or maintenance of any existing structure.*

The schedule 3 assessment benchmarks are complied with or can be conditioned to comply. The material supporting the application provides justification for the works and the design appropriately considers the local environmental conditions and relevant Australian and international standards. Technical aspects of the proposal have been reviewed by Adam Brook, Principal Coastal Engineer at Alluvium Pty Ltd who has advised they meet the relevant requirements.

Referral Agency Assessment and Responses

The State Assessment and Referral Agency (SARA) and Ports North were referral agencies for this application.

SARA has assessed that proposal against the relevant state development assessment provisions, including:

- State code 6: Protection of state transport networks
- State code 8: Coastal development and tidal works

Ports North has assessed the proposal having regard to port authority functions under the Transport Infrastructure Act, chapter 8, part 3.

Both authorities are satisfied with the proposal and have provided conditions of approval which are to be attached to any development permit for the work. These are contained in Appendix B.

Reasons for approval

The proposed development complies or can be conditioned to comply with the applicable assessment benchmarks, being Coastal Protection and Management Regulation 2017, schedule 3. Accordingly, the application must be approved under section 60(2) of the Planning Act 2017.

The works are necessary to mitigate natural hazard impacts, ensure the protection of key assets, and public access to and enjoyment of the foreshore.

Conditions

BUSINESS PAPERS

1. The prescribed tidal works are to be undertaken generally in accordance with the following plans:
 - (a) Site General Arrangement Plan, prepared by Royal Haskoning DHV dated 29.09.2023, Drawing Number PA3014-RHD-00-XX-DRC005 revision P03, as amended in red by SARA.
 - (b) Boat Ramp Groyne Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 29.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C014, revision P03.
 - (c) Boat Ramp Groyne Cross Section Sheet 1, prepared by Royal Haskoning DHV, dated 27.09.2023, Drawing Number PA3014- RHD-00-XX-DR-C015, revision P03.
 - (d) Boat Ramp Groyne Cross Section Sheet 2 prepared by Royal Works are undertaken as described in the application material Haskoning DHV, dated 27.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C016, revision P03.
 - (e) Boat Ramp Groyne Typical Details and Setout, prepared by Royal Haskoning DHV dated 27.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C017, revision P03.
 - (f) River Groyne No.1 Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C018, revision P03.
 - (g) River Groyne No.2 Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C020, revision P03.
 - (h) River Groyne No.2 Cross Sections, prepared by Royal Haskoning DHV, dated 24.09.2023, Drawing Number PA3014-RHD-00-XXDR-C021, revision P03.
 - (i) River Groyne No.3 Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C022, revision P03.
 - (j) River Groyne No.3 Cross Sections, prepared by Royal Haskoning DHV, dated 24.09.2023, Drawing Number PA3014-RHD-00-XXDR-C023, revision P03.
 - (k) River Groyne No. 1, 2 & 3 Typical Details prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C024, revision P03.
 2. The works are to be designed and constructed in accordance with the standards and other relevant parameters identified in the supporting material for the application.
 3. RPEQ certified “for construction” design drawings and rock specification are to be prepared and provided to Carpentaria Shire Council prior to works commencing.
 4. A site based environmental management plan is to be prepared and supplied provided to Carpentaria Shire Council prior to works commencing. This is to include a site rehabilitation plan to ensure any land or vegetation damaged or destabilised by the construction of the works is reinstated.
 5. Works are to be undertaken in such a way that public access along the foreshore following construction is to be maintained.
-

BUSINESS PAPERS

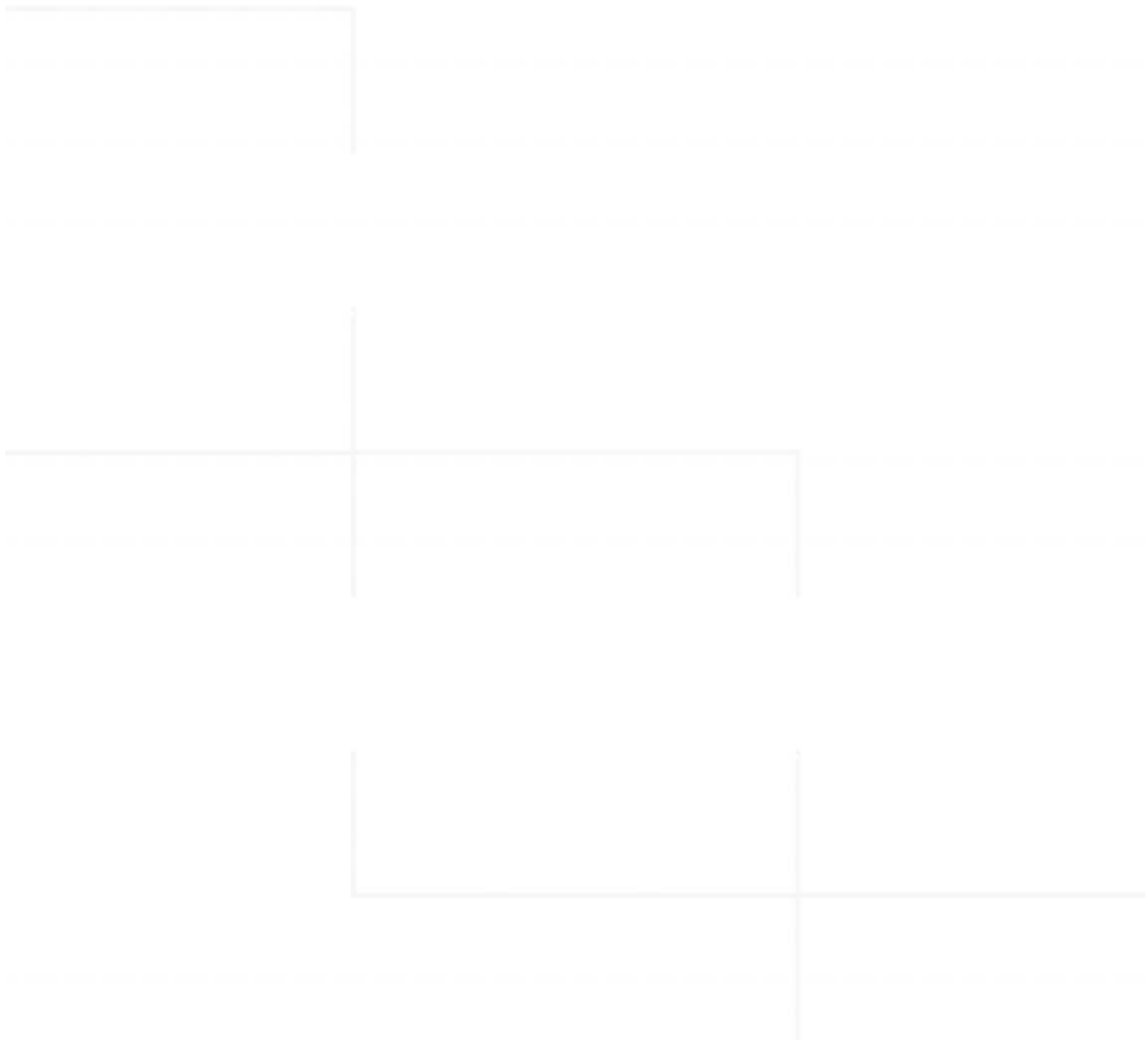
6. Beach nourishment is to be undertaken within 3 years of completing the works, in accordance with the approved drawing PA3014-RHD-00-XX-DR-C005 and the existing beach nourishment approval.

Advisory notes

1. In accordance with section 85 of the Planning Act 2016, this approval will lapse two years from the day the approval takes effect.

ROUGH PLAN

Appendix A: Assessment Against Schedule 3 of the Coastal Protection and Management Regulation 2017



ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|--|---|---|
| Character and amenity (generally)—prescribed tidal works in a canal | | |
| Section not relevant and not addressed here | | |
| Character and amenity (generally)—prescribed tidal works not in a canal | | |
| <p>2.1 Prescribed tidal works not in a canal are compatible with their location, having regard to the following—</p> <p>(a) the character and amenity of the works' immediate surroundings and the locality within which the works are located;</p> <p>(b) if the relevant planning scheme states the desired character or amenity for the works' immediate surroundings or the locality within which the works are located—the stated desired character or amenity.</p> | <p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <p>(a) subject to paragraph (d), prescribed tidal works do not extend past the side boundary or extended side boundary of the lot connected to the works;</p> <p>(b) subject to paragraph (d), prescribed tidal works are the only works of their type along the edge of the tidal water fronting the lot connected to the works;</p> <p>(c) subject to paragraph (d)—</p> <p>(i) for prescribed tidal works for a private purpose—the works are not roofed; or</p> <p>(ii) for prescribed tidal works for a non-private purpose—the works are not roofed unless they are the main access to land;</p> <p>(d) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a), (b) or (c)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a), (b) or (c);</p> <p>(e) any other relevant planning scheme standard that is not inconsistent with the standards mentioned in paragraphs (a) to (d).</p> | <p>Complies – the proposal is consistent with the character of the area. Historically there was greater sandy beaches in these areas.</p> <p>Structures to retain sand are consistent with character as there is already a boat ramp and other structures in the area.</p> |
| Character and amenity (height, scale and size) | | |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|---|--|
| <p>3.1 Prescribed tidal works are of a height, scale and size to ensure the works are compatible with the character and amenity of their location, having regard to the following—</p> <p>(a) the height, scale and size of the natural features of the works' immediate surroundings and the locality within which the works are located;</p> <p>(b) the height, scale and size of the existing buildings or other structures in the works' immediate surroundings and the locality within which the works are located;</p> <p>(c) if the relevant planning scheme states the desired height, scale or size of buildings or other structures in the works' immediate surroundings or the locality within which the works are located—the stated desired height, scale or size.</p> | <p>The height, scale and size of the prescribed tidal works is consistent with each relevant planning scheme standard.</p> | <p>Complies - Structures to retain sand are consistent with character as there is already a boat ramp and other structures in the area.</p> <p>Works have been kept to a reasonable minimum footprint.</p> <p>There is no relevant standard in the planning scheme requiring consideration.</p> |
| Character and amenity (materials and colours) | | |
| <p>4.1 The materials used for, and the colours of, prescribed tidal works are compatible with the character and amenity of the works' location, having regard to the following—</p> <p>(a) the natural features of the works' immediate surroundings and the locality within which the works are located;</p> <p>(b) the existing buildings or other structures in the works' immediate surroundings and</p> | <p>The materials used for, and colours of, the prescribed tidal works are consistent with each relevant planning scheme standard.</p> | <p>Complies – The works use material commonly used for the construction of coastal protection works. They are consistent with other structures in the area.</p> <p>There is no relevant standard in the planning scheme requiring consideration</p> |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|--|--|
| <p>the locality within which the works are located;</p> <p>(c) if the relevant planning scheme states the desired materials to be used for, or desired colours of, buildings or other structures in the works' immediate surroundings or the locality within which the works are located—the stated desired materials or colours.</p> | | |
| Lighting | | |
| Section not relevant and not addressed here | | |
| Signage | | |
| Section not relevant and not addressed here | | |
| Earthwork, vegetation and rehabilitation | | |
| <p>7.1 Excavation and filling for prescribed tidal works—</p> <p>(a) is carried out only to the extent reasonably necessary for the works; and</p> <p>(b) does not have a significant adverse effect on—</p> <p>(i) the natural features, including the banks, of the tidal water in the works' immediate surroundings; or</p> <p>(ii) the level of the surface of the land under the tidal water in the works' immediate surroundings or any foreshore near the works.</p> | <p>The earthwork and filling for the prescribed tidal works is consistent with each relevant planning scheme standard.</p> | <p>Complies - The planning scheme does not specify any relevant standards. The works been designed to occupy the minimum footprint necessary to achieve the project objectives and design requirements.</p> |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|---|--|
| 7.2 The location and construction of prescribed tidal works ensures vegetation is cleared or disturbed only to the extent reasonably necessary for the works. | <p>Vegetation on land affected by the prescribed tidal works is dealt with in a way consistent with the following standards—</p> <p>(a) subject to paragraph (b), the clearing or disturbance of vegetation for a purpose associated with the construction of prescribed tidal works, including, for example, parking for construction or workers' vehicles or stockpiling of construction materials—</p> <p>(i) is avoided; or</p> <p>(ii) if the clearing or disturbance of vegetation for a purpose associated with the construction of the works can not be avoided—the clearing or disturbance is limited to the smallest area of land reasonably necessary for the purpose;</p> <p>(b) any other relevant planning scheme standard that is not inconsistent with the standard mentioned in paragraph (a).</p> | Complies – The works avoid marine plants, supported by marine plant survey. |
| 7.3 After the construction of prescribed tidal works, any land damaged or destabilised by, and any vegetation damaged, destroyed or removed by, the construction of the works is rehabilitated. | <p>Land or vegetation affected by the prescribed tidal works is dealt with in a way consistent with the following standards—</p> <p>(a) subject to paragraph (b)—</p> <p>(i) land surfaces damaged or destabilised by the prescribed tidal works are restored and stabilised; and</p> <p>(ii) vegetation damaged, destroyed or removed by prescribed tidal works is replaced with native vegetation for the locality within which the works are located, to the extent it is reasonably practicable to replace the vegetation with native vegetation;</p> | Can be conditioned to comply Approval conditions should include a site rehabilitation plan as part of environmental management plan for the project to be prepared prior to any works. |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|---|--|
| | <p>(b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a);</p> <p>(c) any other relevant planning scheme standard that is not inconsistent with the standards mentioned in paragraphs (a) and (b).</p> | |
| Public access—availability | | |
| 8.1 Prescribed tidal works do not have a significant adverse effect on the availability of public access to, along or across State coastal land. | <p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <p>(a) subject to paragraph (b), prescribed tidal works do not involve the erection or placement of any physical barrier preventing existing public access to, along or across State coastal land near the works;</p> <p>(b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a);</p> <p>(c) any other relevant planning scheme standard that is not inconsistent with the standards mentioned in paragraphs (a) and (b).</p> | <p>Complies - The proposed works includes provision for public access along the foreshore.</p> <p>There is no relevant standard in the planning scheme requiring consideration.</p> |
| Public access—safety | | |
| 9.1 The location and design of prescribed tidal works does not adversely affect the safety of members of the public accessing State coastal land. | Public access to State coastal land near the prescribed tidal works is consistent with each relevant planning scheme standard. | |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|--|--|
| Navigable access to, or egress from, lots that adjoin, or are in the immediate surroundings of, a lot connected to prescribed tidal works | | |
| Section not relevant and not addressed here | | |
| Infrastructure, including, access, parking, sewerage and water services | | |
| 11.1 Prescribed tidal works have appropriate infrastructure, including, in particular, road access, parking facilities, sewerage services and water services, having regard to the following— (a) the nature and scale of the works; (b) the number of people that may be on or at the works at any given time; (c) the number of vehicles that may be on or moored at the works at any given time; (d) the protection of any foreshores near the works and the vegetation and marine plants on the foreshores. | The infrastructure for prescribed tidal works is consistent with each relevant planning scheme standard. | Complies - The proposed works include provision for public access and do not require any other services. There is no relevant standard in the planning scheme requiring consideration. |
| Design, construction and safety—all prescribed tidal works | | |
| 12.1 Prescribed tidal works are designed and constructed in a way to ensure they are structurally sound, having regard to the following— (a) relevant engineering standards; (b) the location of the works; (c) the purpose for which the works are to be used; | The design and construction of the prescribed tidal works is consistent with the following standards— (a) subject to paragraph (c), each Australian Standard relevant to the design or construction of structures, to the extent requirements stated in the Standard apply to the design or construction of prescribed tidal works; (b) subject to paragraph (c), the projected sea level rise is factored into the design and construction of the prescribed tidal works; | Complies - The design of the works has been certified by an REPD. The design follows national and international design guidelines. The design is fit for purpose and the location as site specific conditions. |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|--|---|--|
| (d) the impact of flooding, storm tide, overtopping by waves, projected sea level rise, tidal influences and hydrodynamic forces; (e) the design life of the works; (f) the dead load of the works and the intended live load for the works; (g) the impact of hydrostatic pressures on the works; (h) the stability of individual components of the works, including, for example, boulders, concrete blocks or sandbags. | (c) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a) or (b)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a) or (b). | |
| 12.2 Prescribed tidal works do not adversely affect the structural integrity of any existing revetment or seawall or another existing structure. | The design and construction of the prescribed tidal works is consistent with the following standards— (a) subject to paragraph (b), prescribed tidal works, including any abutment, piling or other structure connected with the works— (i) do not place an additional load on any existing revetment or seawall or another existing structure; or (ii) can be structurally supported by an existing revetment or seawall or another existing structure; (b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a). | Complies - The works will not affect the integrity of any existing structure. |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|--|--|
| 12.3 Prescribed tidal works are designed and constructed in a way to ensure they do not adversely affect the stability of the bed and banks of tidal water. | The design and construction of the prescribed tidal works is consistent with the following standards— (a) subject to paragraph (b), prescribed tidal works do not cause, by changing the flow of water, the removal of, or disturbance to, the sediment on the bed and banks of tidal water; (b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a). | Complies - The design of the works has been informed by a geotechnical investigation and will not adversely affect the stability of the bed and banks of tidal water. |
| 12.4 Prescribed tidal works are designed and constructed using materials suitable for marine environments, having regard to their ability to resist the following— (a) attack by marine organisms; (b) corrosion; (c) deterioration or breakage resulting from exposure to environmental conditions including, for example, the following— (i) abrasion; (ii) immersion in seawater; (iii) wave action. | The design and construction of the prescribed tidal works is consistent with the following standards— (a) subject to paragraph (b), each Australian Standard relevant to the materials that should be used, or the measures that should be taken to treat materials used, for structures, to the extent the requirements stated in the Standard apply to structures located in a marine environment; (b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a). | Complies - The technical specification requires the use of armour rock that is suitable for a marine environment. Approval conditions should include – detailed RPEQ certified “for construction” design drawings and rock specification should be provided to council prior to works. |
| 12.5 Prescribed tidal works are designed and constructed in a way to ensure they do not adversely affect the operation or maintenance of any existing stormwater outlet. | The design and construction of the prescribed tidal works is consistent with the following standards— (a) subject to paragraph (c), vessels moored at prescribed tidal works do not impede the discharge of stormwater; | Not relevant - no stormwater outlets are located in the vicinity of the works. |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|---|---|
| | <p>(b) subject to paragraph (c), prescribed tidal works do not restrict access to any stormwater outlet;</p> <p>(c) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a) or (b)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a) or (b).</p> | |
| <p>12.6 Prescribed tidal works are designed and constructed in a way to ensure they do not adversely affect the water quality of tidal water, including, in particular, as a result of—</p> <p>(a) release, into the tidal water, of materials used in the construction of the works; or</p> <p>(b) disturbance to the sediment on the bed and banks of the tidal water; or</p> <p>(c) exposure to acid sulphate soils.</p> | <p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <p>(a) subject to paragraph (b), each Australian Standard relevant to the design or construction of structures under, within or over tidal water, to the extent the requirements stated in the Standard are directed at maintaining the water quality of tidal water;</p> <p>(b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a).</p> | <p>Can be conditioned to comply</p> <p>Approval conditions should include that a site based environmental management plan is to be prepared and supplied prior to any works.</p> |
| <p>12.7 Prescribed tidal works are designed and constructed in a way to ensure they are safe for persons using the works.</p> | <p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <p>(a) subject to paragraph (d), each Australian Standard relevant to the design or construction of structures, the materials that should be used, or the measures that should be taken to treat materials used, for structures, to the extent the requirements stated in the Standard are directed at ensuring any surface of prescribed tidal works on which a person may stand or walk is—</p> <p>(i) not slippery; and</p> | <p>Complies</p> <p>A safety in design assessment has been undertaken in support of the detailed design of the preferred option.</p> |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|--|--|
| | <ul style="list-style-type: none"> (ii) does not have any feature that may cause the person to trip or fall; (b) subject to paragraph (d), any part of prescribed tidal works that is unsafe for persons using the works is surrounded by adequate barriers to deter persons from entering the part; (c) subject to paragraph (d), each Australian Standard relevant to the design or construction of structures, to the extent the requirements stated in the Standard are directed at ensuring prescribed tidal works provide safety ladders or other design features for the safety of a person who falls off the works into water; (d) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a), (b) or (c)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a), (b) or (c). | |
| 12.8 Appropriate measures are taken for prescribed tidal works for a non-private purpose to ensure an unsupportable live load is not applied to the works by persons or vehicles. | <p>The design and construction of the prescribed tidal works is consistent with the following standards—</p> <ul style="list-style-type: none"> (a) subject to paragraph (b), prescribed tidal works have erected or placed in position on or near the works, a sign that— <ul style="list-style-type: none"> (i) is visible at all times; and (ii) states the maximum live load that may be applied to the works, in terms of the maximum number of persons that may be on the works at any given time or the maximum number of vehicles of a particular type that may be on or moored at the works at any given time; (b) if a relevant planning scheme standard is more stringent than the standard mentioned in | <p>Complies - The structure has been designed for the anticipated live loads.</p> <p>As rock structures are dynamic, council should consider signage at the groynes to state that they are potentially unstable rocks and pedestrians should stay of rocks.</p> |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|---|---|
| | paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a). | |
| 12.9 Prescribed tidal works, other than a prescribed deck for a private purpose, are designed and constructed in a way to ensure the use of tidal water in a canal for a non-maritime purpose is minimised. | The design and construction of the prescribed tidal works is consistent with each relevant planning scheme standard. | Not relevant |
| 12.10 Prescribed tidal works that are a prescribed deck and for a private purpose, are designed and constructed in a way to ensure the use of tidal water in a canal for a non-maritime purpose is minimised. | <p>The design and construction of the prescribed deck is consistent with the following standards—</p> <p>(a) subject to paragraph (c), a prescribed deck does not extend more than 3m from the waterfront boundary of the lot connected to the deck;</p> <p>(b) subject to paragraph (c), a prescribed deck is at least 3m inside of the side boundary or extended side boundary of the lot connected to the deck;</p> <p>(c) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a) or (b)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a) or (b).</p> | Not relevant |
| Design, construction and safety—boat ramps and slipways for private purpose | | |
| Design, construction and safety—bridges | | |
| Design, construction and safety—prescribed decks | | |
| Design, construction and safety—jetties and piers | | |
| Design, construction and safety—pipelines and other underground services | | |
| Design, construction and safety—pontoons | | |
| Sections not relevant and not addressed here | | |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|--|---|---|
| Design, construction and safety—revetments and seawalls | | |
| 19.1 Prescribed tidal works that are a revetment or seawall, are designed and constructed in a way to ensure the revetment or seawall is able to support its intended loads, having regard to its relevant loading matters and its intended design life. | <p>(s 5(2) outcome)</p> <p>The design and construction of the revetment or seawall is consistent with the following standards—</p> <p>(a) subject to paragraph (c), each of the following Australian Standards to the extent requirements stated in the Standard apply to relevant loading matters for the design or construction of the revetment or seawall—</p> <p>(i) AS/NZS 1170.0;</p> <p>(ii) AS/NZS 1170.1;</p> <p>(iii) AS/NZS 1170.2;</p> <p>(iv) AS 1170.4;</p> <p>(v) AS 4997;</p> <p>(b) subject to paragraph (c), AS 4678 to the extent requirements stated in the Standard apply to earth-retaining structures;</p> <p>(c) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a) or (b)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a) or (b).</p> | Complies - The design has been prepared considering appropriate Australian and international standards |
| 19.2 Prescribed tidal works that are a revetment or seawall, are designed and constructed in a way to ensure the revetment or seawall can withstand— | <p>The design and construction of the revetment or seawall is consistent with the following standards—</p> <p>(a) subject to paragraph (d), a revetment or seawall is able to withstand the effect of waves, or a combination of</p> | Complies - The design has been prepared in accordance with the listed Australian standards in the acceptable outcomes. |

ROUGH PLAN

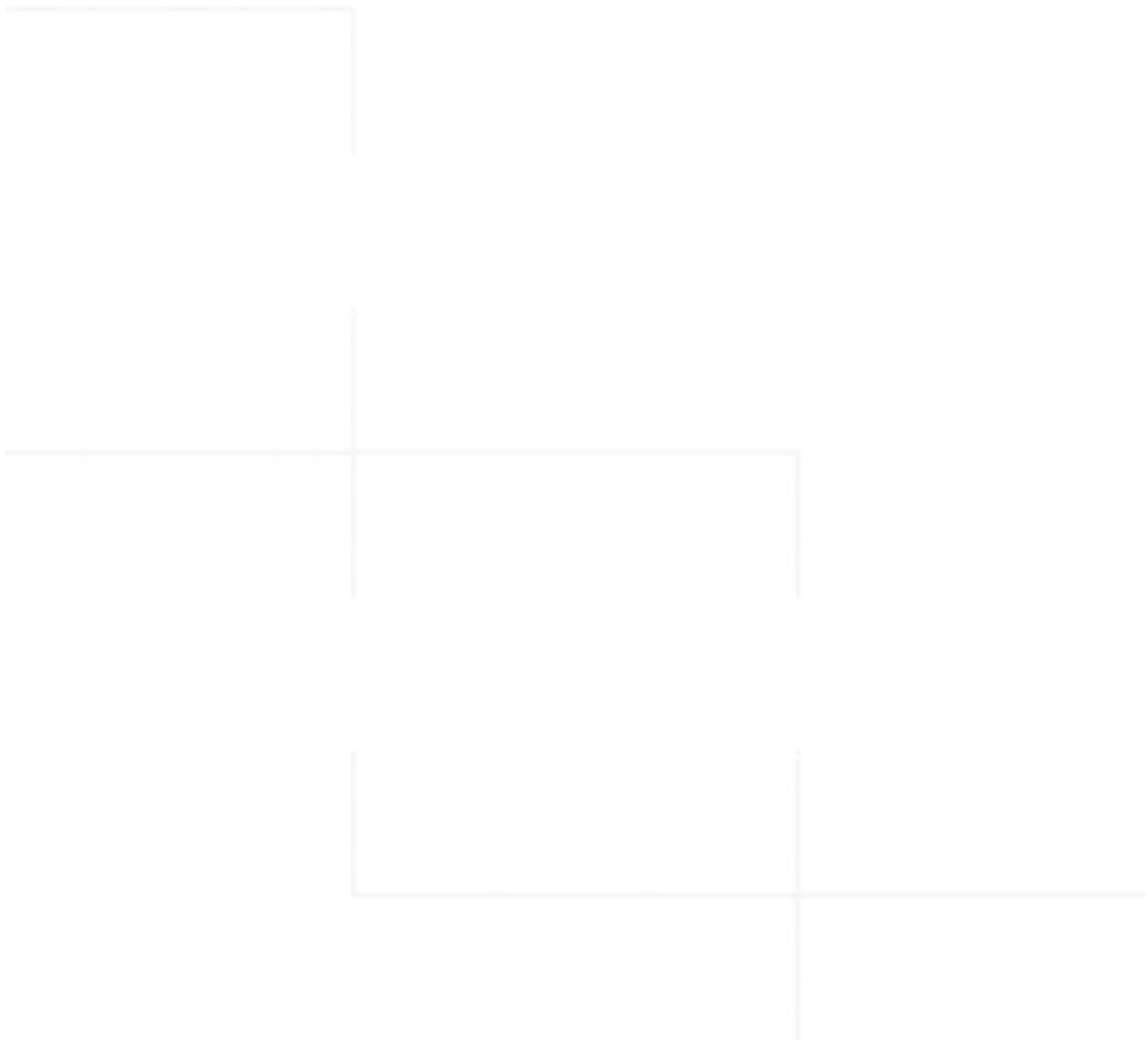
| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|--|---|
| <p>(a) any tendency of overturning or sliding; and</p> <p>(b) any other effects of waves or changes in water levels on the revetment or seawall.</p> | <p>waves and water levels, resulting from a storm event with an AEP of 2%, factoring in projected sea level rise;</p> <p>(b) subject to paragraph (d), each of the following Australian Standards to the extent requirements stated in the Standard apply to relevant loading matters for the design or construction of the revetment or seawall—</p> <p>(i) AS/NZS 1170.0;</p> <p>(ii) AS/NZS 1170.1;</p> <p>(iii) AS/NZS 1170.2;</p> <p>(iv) AS 1170.4;</p> <p>(v) AS 4997;</p> <p>(c) subject to paragraph (d), AS 4678 to the extent requirements stated in the Standard apply to earth-retaining structures;</p> <p>(d) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a), (b) or (c)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a), (b) or (c).</p> | <p>The 50-year ARI (i.e. 2% AEP) storm tide event and wave conditions have been adopted for the design parameters. Environmental design conditions for the site appear appropriate.</p> |
| <p>19.3 Prescribed tidal works that are a revetment or seawall are designed and constructed to protect the revetment or seawall from erosion at the base of the revetment or seawall.</p> | <p>The design and construction of the revetment or seawall is consistent with the following standards—</p> <p>(a) subject to paragraph (d), a revetment or seawall provides for a sub-layer or enough filter material to prevent erosion of the land under the revetment or seawall;</p> | <p>Complies - The groynes include a flexible toe and the design goes below LAT to allow for scour.</p> |

ROUGH PLAN

| Performance Outcomes | Acceptable Outcomes | Performance of the Proposed Development |
|---|--|---|
| | <p>(b) subject to paragraph (d), the bottom edge of the base of a revetment or seawall will withstand undermining by scour;</p> <p>(c) subject to paragraph (d), AS 2758 to the extent requirements stated in the Standard apply to the sizing and grading of filter layers and armour materials;</p> <p>(d) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a), (b) or (c)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a), (b) or (c).</p> | |
| 19.4 Prescribed tidal works that are a revetment or seawall are not adversely affected by hydrostatic pressure. | <p>The design and construction of the revetment or seawall is consistent with the following standards—</p> <p>(a) subject to paragraph (b), AS 4678 to the extent requirements stated in the Standard apply to hydrostatic pressure for earth-retaining structures;</p> <p>(b) if a relevant planning scheme standard is more stringent than the standard mentioned in paragraph (a)—the relevant planning scheme standard, to the extent it is more stringent than the standard mentioned in paragraph (a).</p> | Not relevant |
| Design, construction and safety—wharves Section not relevant and not addressed here | | |

ROUGH PLAN

Appendix B: Referral Agency Conditions of Approval





Cnr Grafton & Hartley Streets Cairns
PO Box 594 Cairns Qld 4870 Australia
Phone +617 4052 3888
Fax +617 4052 3853
Email enquiries@portsnorth.com.au
www.portsnorth.com.au

ABN 38 657 722 043
ACN 131 836 014

Far North Queensland Ports Corporation Limited
trading as Ports North

10 November 2023

Carpentaria Shire Council
c/- Mr Paul Prenzler - RHDHV
PO Box 31
NORMANTON QLD 4890

By Email: paul.prenzler@rhdhv.com

Dear Sir

**REFERRAL AGENCY RESPONSE (S9.2 DEVELOPMENT ASSESSMENT RULES)
OPERATIONAL WORKS - PRESCRIBED TIDAL WORKS ON LAND AT ON LAND AT TIDAL AREA
ADJOINING ESPLANADE AND LOTS FRONTING WARD STREET AND PALMER STREET, KARUMBA
AND DESCRIBED AS LOT 11 ON NM843281 & LOT 68 ON NM98.
CSC REF: I/2329 - PORTS NORTH REF: DR23 07**

We refer to your recently referred development application over the above site under the *Planning Act 2016* made of behalf of Carpentaria Shire Council to Carpentaria Shire Council for the proposed Karumba Shoreline Protection Works – Stage 1 Boat Ramp and River Groynes.

Please find attached our referral agency response.

If you have any queries regarding this referral agency response please contact Kylee Miller, Legal Compliance & Governance Manager, on 4052 3809 or via email below, who will be pleased to assist.

Yours sincerely

A blue ink signature of Richard Stevenson, written in a cursive style.

Richard Stevenson
CHIEF EXECUTIVE OFFICER

Enquiries: Kylee Miller, (07) 4052 3809
Email: kylee.miller@portsnorth.com.au
Our Ref: CTkm - DR23 07

Cc: Cairns Sara
cairnssara@dsdipg.qld.gov.au

10 November 2023
c/- Mr Paul Prenzler - RHDHV

Referral Agency Response

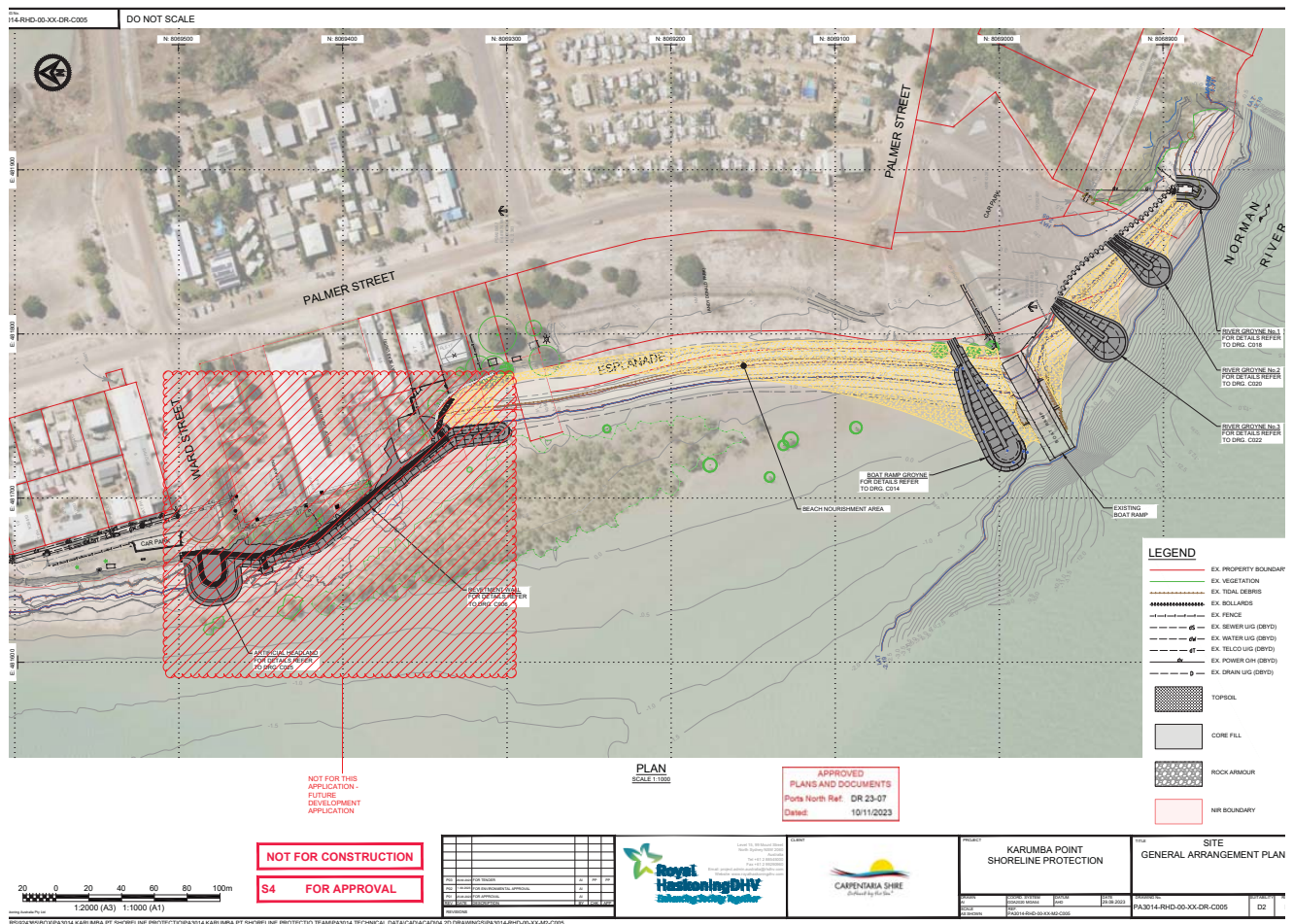
Section 9.2 of the Development Assessment Rules under the Planning Act 2016

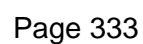
| Application Details | |
|--|--|
| Ports North Application Number | DR23 07 |
| Council Application Number | I/2329 |
| Applicant | Carpentaria Shire Council c/- Paul Prenzler RHDHV |
| Date of confirmation notice | 17 October 2023 |
| Date received | 18 October 2023 |
| Date properly referred | 18 October 2023 |
| Date of referral confirmation notice | 24 October 2023 |
| Assessment manager | Carpentaria Shire Council |
| Contact officer | Tahirih Bristow-Stagg |
| Site Information | |
| Site Address | Tidal Area adjoining esplanade and lots fronting Ward Street and Palmer Street, Karumba |
| Property Description | Lot 11 NM843281 & Lot 68 NM98 |
| Approval Details | |
| Approval Sought | Development permit for Operational work – Prescribed Tidal Works |
| Development description | Karumba shoreline protection works |
| Referral Requirements under Part 2 of the Development Assessment Rules | |
| Referral Matters | Schedule 10 Part 13 Division 3 – Land within the limits of another port Where for prescribed assessable development and on land below high-water mark and within the limits of a port under the <i>Transport Infrastructure Act</i> |
| Role | Concurrence as <ul style="list-style-type: none"> The development is carried out at a distance of less than 200m from a shipping channel or an entry and exit shipping corridor for the port; |
| Assessment criteria | Port authority functions under the <i>Transport Infrastructure Act</i> , chapter 8, part 3 |
| Referral Agency Response | |
| Nature of response | Under Section 56(1) of the <i>Planning Act 2016</i> , Ports North requires the assessment manager to Give any development approval subject to the attached schedule of conditions |
| Date of response | 10 November 2023 |
| Concurrence agency conditions | Refer to Schedule – Concurrence Agency Conditions |
| Referenced plans | Refer to Schedule – Concurrence Agency Conditions |

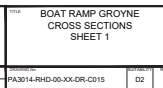
Page 3
10 November 2023
c/- Mr Paul Prenzler - RHDHV

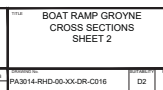
Schedule – Concurrence Agency Conditions

| No | Condition | Timing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------|----------------------------------|-----------|---------------------|-------------|-------------------------------|----------------------------------|----------|---------------------|--|----------------------------------|----------|---------------------|--|----------------------------------|----------|---------------------|--|----------------------------------|----------|---------------------|--|----------------------------------|----------|---------------------|---|----------------------------------|----------|---------------------|---|----------------------------------|----------|---------------------|-----------------------------------|----------------------------------|----------|---------------------|---|----------------------------------|----------|---------------------|-----------------------------------|----------------------------------|----------|---------------------|--|----------------------------------|----------|---------------------|
| 1 | Undertake and maintain the development generally in accordance with the approved plans listed on the decision notice (or any subsequently approved amended or additional plans), subject to the conditions of this approval. | At all times | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table><tr><th>Document</th><th>Reference</th><th>Date</th><th>Prepared By</th></tr><tr><td>SITE GENERAL ARRANGEMENT PLAN</td><td>PA3014-RHD-00-XX-DR-C005 Rev PO3</td><td>29/09/23</td><td>Royal Haskoning DHV</td></tr><tr><td>BOAT RAMP GROUYNE DETAIL PLAN AND LONGITUDINAL SECTION</td><td>PA3014-RHD-00-XX-DR-C014 Rev PO3</td><td>28/09/23</td><td>Royal Haskoning DHV</td></tr><tr><td>BOAT RAMP GROUYNE CROSS SECTIONS SHEET 1</td><td>PA3014-RHD-00-XX-DR-C015 Rev PO3</td><td>27/09/23</td><td>Royal Haskoning DHV</td></tr><tr><td>BOAT RAMP GROUYNE CROSS SECTIONS SHEET 2</td><td>PA3014-RHD-00-XX-DR-C016 Rev PO3</td><td>27/09/23</td><td>Royal Haskoning DHV</td></tr><tr><td>BOAT RAMP GROUYNE TYPICAL DETAILS AND SETOUT</td><td>PA3014-RHD-00-XX-DR-C017 Rev PO3</td><td>27/09/23</td><td>Royal Haskoning DHV</td></tr><tr><td>RIVER GROUYNE No.1 DETAIL PLAN AND LONGITUDINAL SECTION</td><td>PA3014-RHD-00-XX-DR-C018 Rev PO3</td><td>28/09/23</td><td>Royal Haskoning DHV</td></tr><tr><td>RIVER GROUYNE No.2 DETAIL PLAN AND LONGITUDINAL SECTION</td><td>PA3014-RHD-00-XX-DR-C020 Rev PO3</td><td>28/09/23</td><td>Royal Haskoning DHV</td></tr><tr><td>RIVER GROUYNE No.2 CROSS SECTIONS</td><td>PA3014-RHD-00-XX-DR-C021 Rev PO3</td><td>24/09/23</td><td>Royal Haskoning DHV</td></tr><tr><td>RIVER GROUYNE No.3 DETAIL PLAN AND LONGITUDINAL SECTION</td><td>PA3014-RHD-00-XX-DR-C022 Rev PO3</td><td>28/09/23</td><td>Royal Haskoning DHV</td></tr><tr><td>RIVER GROUYNE No.3 CROSS SECTIONS</td><td>PA3014-RHD-00-XX-DR-C023 Rev PO3</td><td>24/09/23</td><td>Royal Haskoning DHV</td></tr><tr><td>RIVER GROUYNE No.1,2 & 3 TYPICAL DETAILS</td><td>PA3014-RHD-00-XX-DR-C024 Rev PO3</td><td>24/09/23</td><td>Royal Haskoning DHV</td></tr></table> | | Document | Reference | Date | Prepared By | SITE GENERAL ARRANGEMENT PLAN | PA3014-RHD-00-XX-DR-C005 Rev PO3 | 29/09/23 | Royal Haskoning DHV | BOAT RAMP GROUYNE DETAIL PLAN AND LONGITUDINAL SECTION | PA3014-RHD-00-XX-DR-C014 Rev PO3 | 28/09/23 | Royal Haskoning DHV | BOAT RAMP GROUYNE CROSS SECTIONS SHEET 1 | PA3014-RHD-00-XX-DR-C015 Rev PO3 | 27/09/23 | Royal Haskoning DHV | BOAT RAMP GROUYNE CROSS SECTIONS SHEET 2 | PA3014-RHD-00-XX-DR-C016 Rev PO3 | 27/09/23 | Royal Haskoning DHV | BOAT RAMP GROUYNE TYPICAL DETAILS AND SETOUT | PA3014-RHD-00-XX-DR-C017 Rev PO3 | 27/09/23 | Royal Haskoning DHV | RIVER GROUYNE No.1 DETAIL PLAN AND LONGITUDINAL SECTION | PA3014-RHD-00-XX-DR-C018 Rev PO3 | 28/09/23 | Royal Haskoning DHV | RIVER GROUYNE No.2 DETAIL PLAN AND LONGITUDINAL SECTION | PA3014-RHD-00-XX-DR-C020 Rev PO3 | 28/09/23 | Royal Haskoning DHV | RIVER GROUYNE No.2 CROSS SECTIONS | PA3014-RHD-00-XX-DR-C021 Rev PO3 | 24/09/23 | Royal Haskoning DHV | RIVER GROUYNE No.3 DETAIL PLAN AND LONGITUDINAL SECTION | PA3014-RHD-00-XX-DR-C022 Rev PO3 | 28/09/23 | Royal Haskoning DHV | RIVER GROUYNE No.3 CROSS SECTIONS | PA3014-RHD-00-XX-DR-C023 Rev PO3 | 24/09/23 | Royal Haskoning DHV | RIVER GROUYNE No.1,2 & 3 TYPICAL DETAILS | PA3014-RHD-00-XX-DR-C024 Rev PO3 | 24/09/23 | Royal Haskoning DHV |
| | Document | | Reference | Date | Prepared By | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | SITE GENERAL ARRANGEMENT PLAN | | PA3014-RHD-00-XX-DR-C005 Rev PO3 | 29/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | BOAT RAMP GROUYNE DETAIL PLAN AND LONGITUDINAL SECTION | | PA3014-RHD-00-XX-DR-C014 Rev PO3 | 28/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | BOAT RAMP GROUYNE CROSS SECTIONS SHEET 1 | | PA3014-RHD-00-XX-DR-C015 Rev PO3 | 27/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | BOAT RAMP GROUYNE CROSS SECTIONS SHEET 2 | | PA3014-RHD-00-XX-DR-C016 Rev PO3 | 27/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | BOAT RAMP GROUYNE TYPICAL DETAILS AND SETOUT | | PA3014-RHD-00-XX-DR-C017 Rev PO3 | 27/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | RIVER GROUYNE No.1 DETAIL PLAN AND LONGITUDINAL SECTION | | PA3014-RHD-00-XX-DR-C018 Rev PO3 | 28/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | RIVER GROUYNE No.2 DETAIL PLAN AND LONGITUDINAL SECTION | | PA3014-RHD-00-XX-DR-C020 Rev PO3 | 28/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | RIVER GROUYNE No.2 CROSS SECTIONS | | PA3014-RHD-00-XX-DR-C021 Rev PO3 | 24/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | RIVER GROUYNE No.3 DETAIL PLAN AND LONGITUDINAL SECTION | | PA3014-RHD-00-XX-DR-C022 Rev PO3 | 28/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RIVER GROUYNE No.3 CROSS SECTIONS | PA3014-RHD-00-XX-DR-C023 Rev PO3 | 24/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RIVER GROUYNE No.1,2 & 3 TYPICAL DETAILS | PA3014-RHD-00-XX-DR-C024 Rev PO3 | 24/09/23 | Royal Haskoning DHV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Provide written notices to Ports North advising when the development authorised under this approval has started, and when it has been completed. | As indicated | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



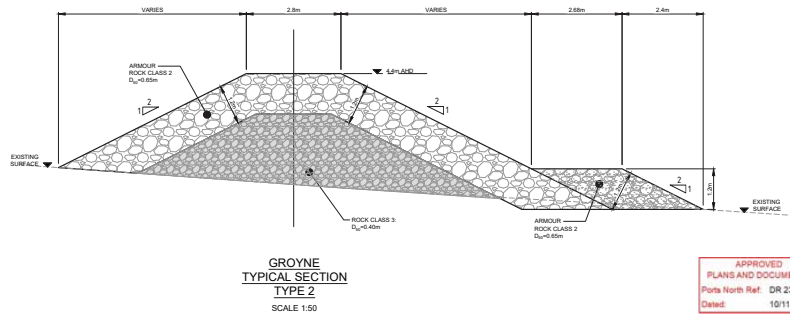
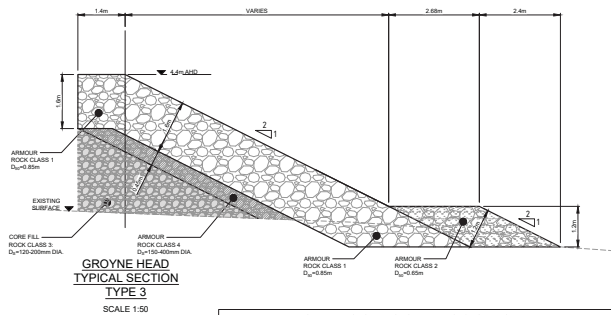
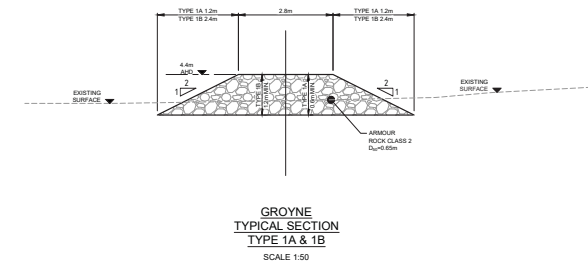






154-RH0-00-XX-DR-0017

DO NOT SCALE



APPROVED
PLANS AND DOCUMENTS
Porta North Ref: DR 23-07
Dated: 19/11/2023

| BOAT RAMP GROUYNE LONGITUDINAL SECTION ALIGNMENT | | | | |
|--|---------------------------------------|---|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| L1 | CH 0.000, E 481923.186, N 8059542.587 | CH 130.000, E 481702.256, N 8059583.888 | 130.00 | 362° 20' 30.17"W |

| BOAT RAMP GROUYNE RHS BENCH SETOUT ALIGNMENT | | | | |
|--|--|--|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| L2 | CH 0.000, E 481781.971, N 8059522.744 | CH 5.367, E 481776.327, N 8059522.244 | 5.37 | 354° 29' 21.19"W |
| L3 | CH 5.367, E 481776.327, N 8059522.244 | CH 20.212, E 481754.412, N 8059515.693 | 20.85 | 373° 58' 48.85"W |
| L4 | CH 20.212, E 481754.412, N 8059515.693 | CH 28.443, E 481728.871, N 8059503.462 | 28.23 | 360° 12' 38.12"W |

| BOAT RAMP GROUYNE RHS BENCH SETOUT ALIGNMENT | | | | |
|--|---------------------------------------|---------------------------------------|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C3 | CH 0.000, E 481781.944, N 8059522.583 | CH 7.001, E 481775.103, N 8059524.830 | 7.00 | N79° 44' 23.51"W 6.30 |

| BOAT RAMP GROUYNE HEAD BENCH SETOUT ALIGNMENT | | | | |
|---|---------------------------------------|--|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C2 | CH 0.000, E 481728.871, N 8059503.462 | CH 28.802, E 481754.791, N 8059587.891 | 28.80 | S28° 58' 27.90"E 8.75 |

| BOAT RAMP GROUYNE HEAD BENCH SETOUT ALIGNMENT | | | | |
|---|---------------------------------------|--|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C2 | CH 0.000, E 481728.871, N 8059503.462 | CH 28.802, E 481754.791, N 8059587.891 | 28.80 | S28° 58' 27.90"E 8.75 |

| BOAT RAMP GROUYNE HEAD LOWER TOE TRANSITION | | | | |
|---|---------------------------------------|--|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C5 | CH 0.000, E 481721.984, N 8059584.240 | CH 14.337, E 481735.693, N 8059588.085 | 14.34 | N62° 20' 08.22"E 15.47 |

| BOAT RAMP GROUYNE HEAD BENCH SETOUT ALIGNMENT | | | | |
|---|---------------------------------------|--|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C2 | CH 0.000, E 481728.871, N 8059503.462 | CH 28.802, E 481754.791, N 8059587.891 | 28.80 | S28° 58' 27.90"E 8.75 |

| BOAT RAMP GROUYNE HEAD SETOUT ALIGNMENT | | | | |
|---|---------------------------------------|---------------------------------------|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C1 | CH 1.870, E 481725.181, N 8059596.588 | CH 6.268, E 481731.453, N 8059594.382 | 4.40 | S28° 58' 29.82"E 1.40 |



NOT FOR CONSTRUCTION

S4 FOR APPROVAL

| NO | REV | DESCRIPTION | DATE |
|----|-----|---------------------|------------|
| 1 | 1 | ISSUED FOR APPROVAL | 19/11/2023 |

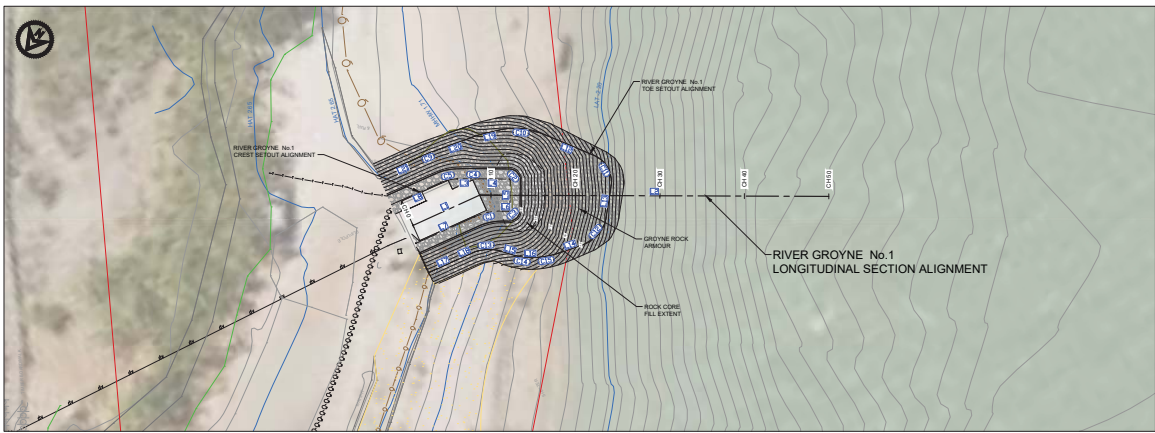


| KARUMBA POINT SHORELINE PROTECTION | | BOAT RAMP GROUYNE TYPICAL DETAILS AND SETOUT | |
|------------------------------------|--------------------------|--|--------------------------|
| DATE | 2023-10-06 | DATE | 2023-10-06 |
| BY | PA3014-RH0-00-XX-DR-0017 | BY | PA3014-RH0-00-XX-DR-0017 |

154-RH0-00-XX-DR-0017

154-R4D-20-XX-DR-C018

DO NOT SCALE

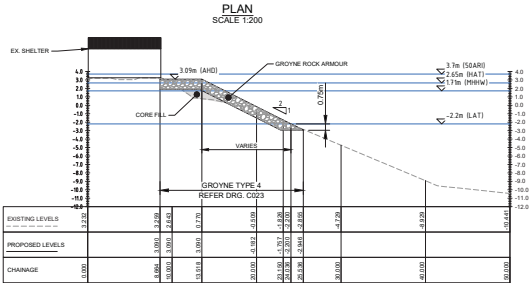


LEGEND

- EX PROPERTY BOUND
- EX VEGETATION
- EX TIDAL DEBRIS
- EX BOLLARDS
- EX FENCE
- EX SEWER UG (DBY)
- EX WATER UG (DBY)
- EX TELECOM UG (DBY)
- EX POWER CH (DBY)
- EX DRAIN UG (DBY)
- SETOUT TAGS

NOTE:

- FOR SETOUT TABLE REFER TO DRG. C003

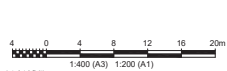


RIVER GROYPNE NO.1 LONGITUDINAL SECTION
SCALE 1:200

APPROVED
PLANS AND DOCUMENTS
Porta North Ref. DR 23-07
Dated: 10/11/2023

NOTE:

- FOR SETOUT TABLE REFER TO DRG. C003
- FOR TYPICAL SECTIONS REFER TO DRG. C003



NOT FOR CONSTRUCTION

S4 FOR APPROVAL

| | | | | | |
|----|-----|------------|--------|--------|---------------------|
| NO | REV | DATE | BY | CHKD | DESCRIPTION |
| 1 | 0 | 10/11/2023 | PA3014 | PA3014 | ISSUED FOR APPROVAL |



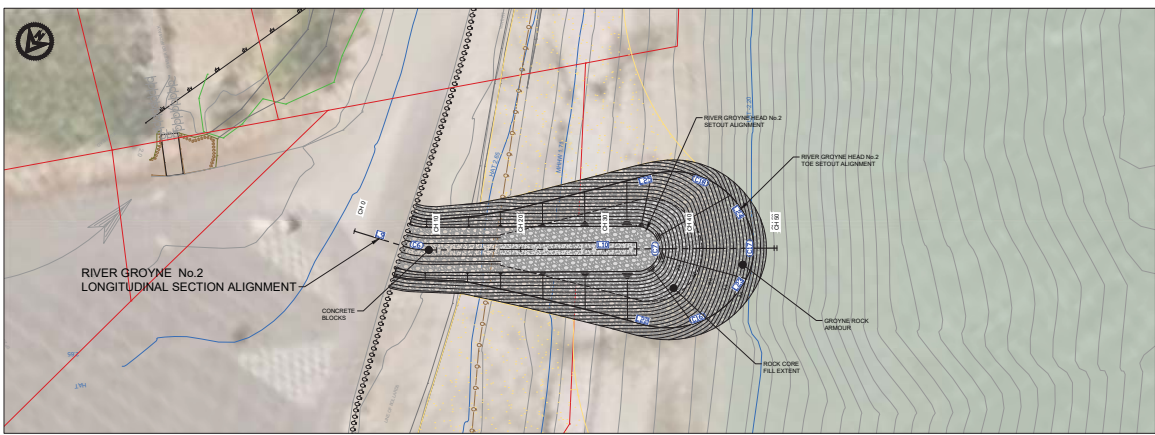
KARUMBA POINT
SHORELINE PROTECTION

RIVER GROYPNE No.1
DETAIL PLAN AND
LONGITUDINAL SECTION

PA3014-R4D-20-XX-DR-C018

114-RH-00-XX-DR-0020

DO NOT SCALE

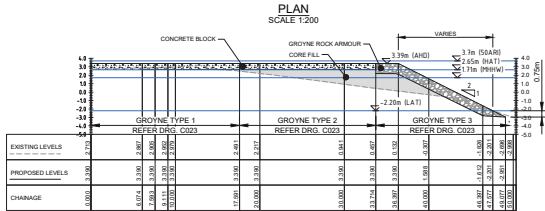


LEGEND

- EX PROPERTY BOUND
- EX VEGETATION
- EX TIDAL DEBRIS
- EX BOLLARDS
- EX FENCE
- EX SEWER UG (DBY)
- EX WATER UG (DBY)
- EX TELECOM UG (DBY)
- EX POWER CH (DBY)
- EX DRAIN UG (DBY)
- SETOUT TAGS

NOTE:

- FOR SETOUT TABLE REFER TO DRG. C003

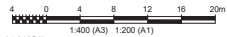


RIVER GROYPE NO.2 LONGITUDINAL SECTION
SCALE 1:200

APPROVED
PLANS AND DOCUMENTS
Punta North Ref. DR 23-07
Dated: 10/11/2023

NOTE:

- FOR SETOUT TABLE REFER TO DRG. C003
- FOR TYPICAL SECTIONS REFER TO DRG. C003



NOT FOR CONSTRUCTION
S4 FOR APPROVAL

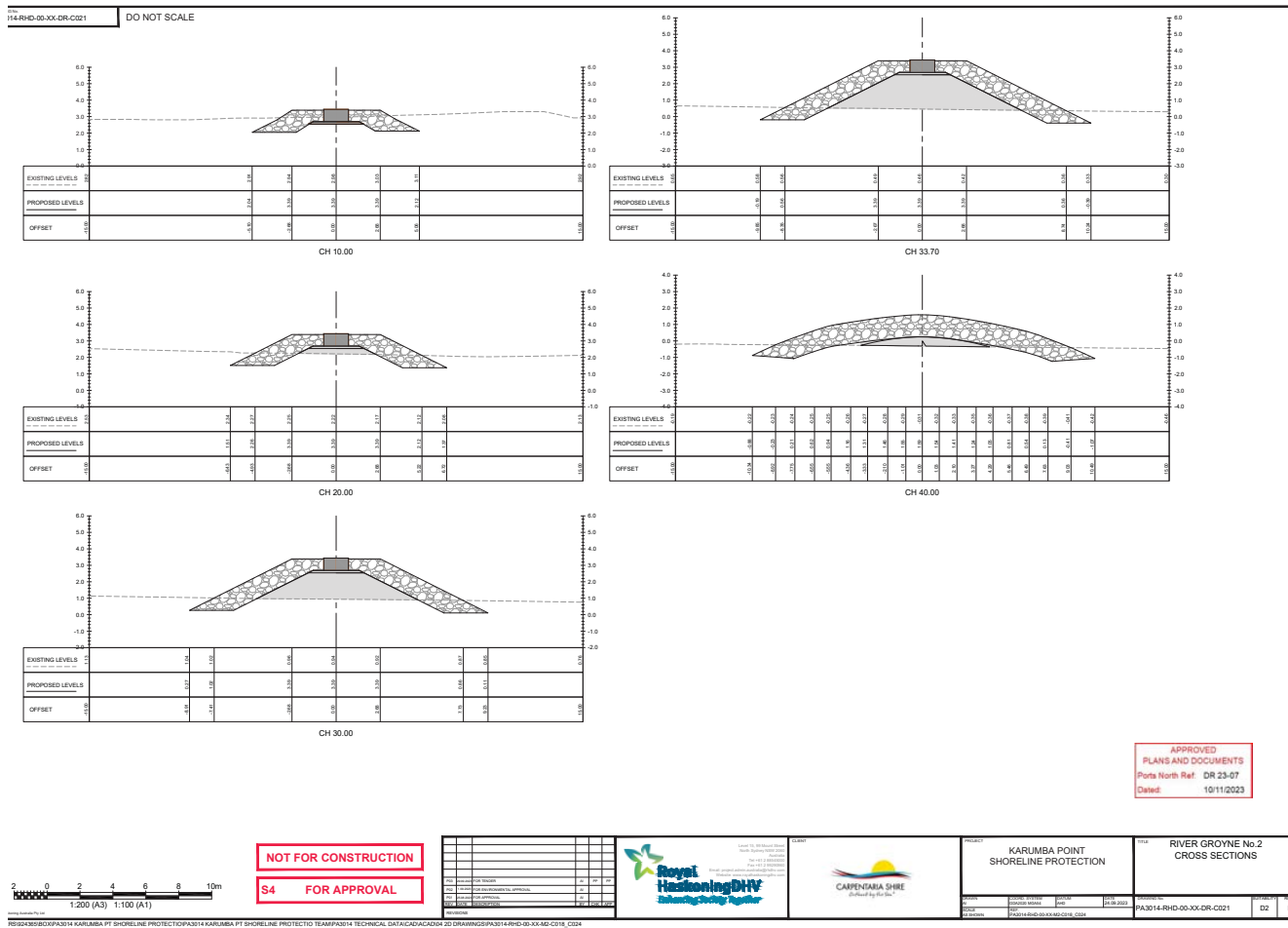
| | | | |
|-----|------|---------------------|------------|
| NO. | REV. | DESCRIPTION | DATE |
| 1 | 0 | ISSUED FOR APPROVAL | 24/04/2024 |



KARUMBA POINT
SHORELINE PROTECTION

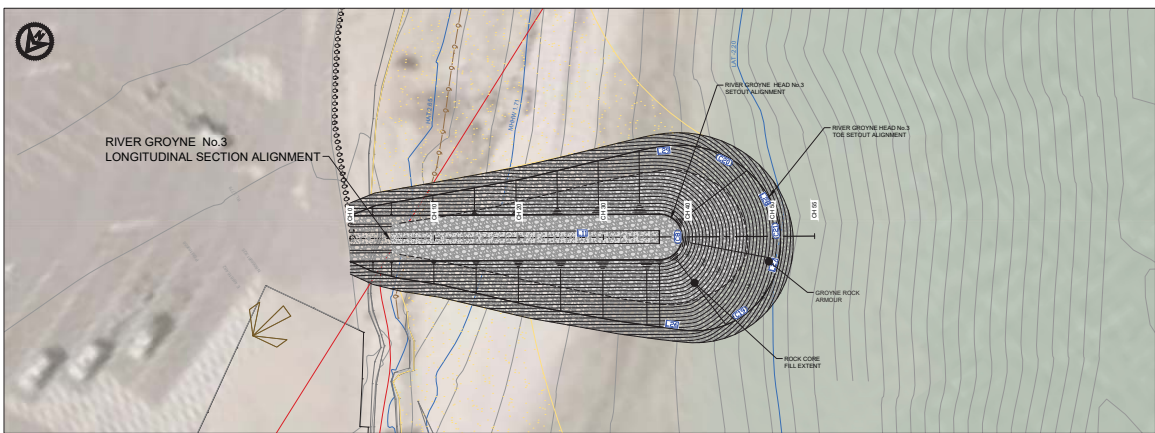
RIVER GROYPE NO.2
DETAIL PLAN AND
LONGITUDINAL SECTION

114-RH-00-XX-DR-0020



114-RH-00-XX-DR-0022

DO NOT SCALE

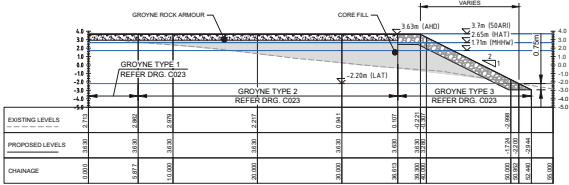


LEGEND

- EX PROPERTY BOUND
- EX VEGETATION
- EX TIDAL DEBRIS
- EX BOLLARDS
- EX FENCE
- EX SEWER UG (DBY)
- EX WATER UG (DBY)
- EX TELECOM UG (DBY)
- EX POWER CH (DBY)
- EX DRAIN UG (DBY)
- SETOUT TAGS

NOTE:

- FOR SETOUT TABLE REFER TO DRG. C003



APPROVED
PLANS AND DOCUMENTS
Pons North Ref: DR 23-07
Dated: 10/11/2023

RIVER GROYPE NO.3 LONGITUDINAL SECTION
SCALE 1:200

NOTE:

- FOR SETOUT TABLE REFER TO DRG. C003
- FOR TYPICAL SECTIONS REFER TO DRG. C003



NOT FOR CONSTRUCTION

S4 FOR APPROVAL

| NO. | DESCRIPTION | DATE | BY | CHECKED |
|-----|-------------|------------|-----------|-----------|
| 1 | DESIGN | 10/11/2023 | DRG. C003 | DRG. C003 |
| 2 | REVISION | 10/11/2023 | DRG. C003 | DRG. C003 |



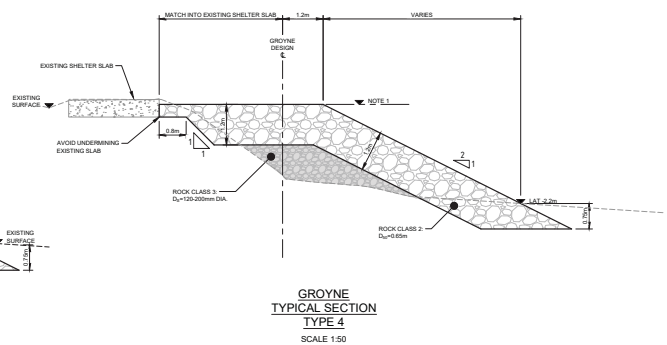
KARUMBA POINT
SHORELINE PROTECTION

RIVER GROYPE No.3
DETAIL PLAN AND
LONGITUDINAL SECTION

114-RH-00-XX-DR-0022

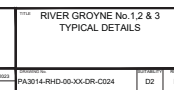


DO NOT SCALE



NOTE:

1. FOR FINISHED SURFACE LEVELS REFER TO LONGITUDINAL SECTION AND CROSS SECTION



RA6-N



SARA reference: 2310-37292 SRA
Council reference: I/2329

26 February 2024

Chief Executive Officer
Carpentaria Shire Council
PO Box 31
Normanton QLD 4890
council@carpentaria.qld.gov.au

Attention: Tahirih Bristow-Stagg

Dear Sir/Madam,

SARA referral agency response— Karumba Rock Groynes

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 2 November 2023.

Response

| | |
|-------------------|--|
| Outcome: | Referral agency response – with conditions |
| Date of response: | 26 February 2024 |
| Conditions: | The conditions in Attachment 1 must be attached to any development approval |
| Advice: | Advice to the applicant is in Attachment 2 |
| Reasons: | The reasons for the referral agency response are in Attachment 3 |

Development details

| | |
|---------------|--|
| Description: | Development permit: Operational Work for Prescribed Tidal Works |
| SARA role: | Referral agency |
| SARA trigger: | <ul style="list-style-type: none">Schedule 10, Part 17, Division 3, Table 1, Item 1 - Operational work that is tidal works or work in a coastal management districtSchedule 10, Part 17, Division 3, Table 2, Item 1 - Operational work that is tidal works in tidal watersSchedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 - |

2310-37292 SRA

Development impacting on state transport infrastructure
(thresholds) (Planning Regulation 2017)

SARA reference: 2310-37292 SRA

Assessment manager: Carpentaria Shire Council

Street address: Tidal area adjoining esplanade and lots fronting Ward Street and Plamer Street Palmer Street, Karumba

Real property description: Adjacent to Lot 11 on NM843281 and lot 68 on NM98

Applicant name: Carpentaria Shire Council

Applicant contact details: Level 10, 333 Ann Street
Brisbane QLD 4001
paul.prenzler@rhdhv.com

Human Rights Act 2019
considerations: A consideration of the 23 fundamental human rights protected under the Human Rights Act 2019 has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

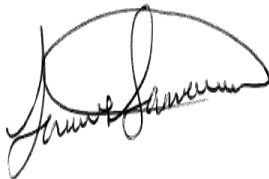
Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Amber Can, Senior Planner, on 07 5644 3227 or via email NQSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Javier Samanes
A/Manager (Planning)

cc Carpentaria Shire Council, paul.prenzler@rhdhv.com

enc Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations about a referral agency response provisions
Attachment 5 - Documents referenced in conditions

2310-37292 SRA

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the documents referenced below are found at Attachment 5).

| No. | Conditions | Condition timing |
|-----|--|--|
| | Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1—Development impacting on state transport infrastructure (thresholds)—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions: | |
| 1. | Heavy vehicles as identified in the <i>Transport Operation (Road Use Management) Act 1995</i> associated with the proposed development are only to use the route identified on Appendix A on Pavement Impact Assessment prepared by GBA Consulting Engineers, dated 22/01/2023, reference 230210/478194. | At all times |
| 2. | <p>(a) Prepare a RPEQ-certified Construction Management Plan to ensure that there will be no adverse impact to the safety or operational integrity of the following railway level crossings:</p> <ul style="list-style-type: none"> i. Landsborough Street, Normanton (LXR_06573); ii. Gulf Developmental Road, Blackbull (LXR_06588); and iii. Ernest Henry Road, Cloncurry (LXR_04037). <p>(b) The Construction Management Plan specified in part (a) must also include the following requirements:</p> <ul style="list-style-type: none"> i. RPEQ certified pre development dilapidation survey of each railway level crossing; ii. RPEQ certified post development dilapidation survey of each railway level crossing, including RPEQ recommendations about rectification works required as a result of any damage attributed to works for this development. <p>(c) Submit the Construction Management Plan, and pre and post development dilapidation surveys, required in parts (a) and (b) of this condition to the Program Delivery and Operations Unit, North Queensland Region (North.Queensland.IDAS@tmr.qld.gov.au), within the Department of Transport and Main Roads.</p> <p>(d) Carry out the development in accordance with the Construction Management Plan.</p> <p>(e) Where required, rectification works identified in part (b) to rail transport infrastructure and other rail infrastructure must be undertaken at the applicant's expense to ensure the post-development condition has no worsening impact on the pre-development condition.</p> | <p>(a) Prior to the commencement of the works</p> <p>(b) (i) Prior to the commencement of the works</p> <p>(b) (ii) Upon completion of the works</p> <p>(c) Prior to the commencement of works and as specified in part (b) of this condition</p> <p>(d) For the duration of the works</p> <p>(e) To be commenced within two (2) months of notification provided under parts (b) and (c) of this condition</p> |
| 3. | <p>(a) A Traffic Management Plan must be prepared by a suitably qualified person in accordance with the Department of Transport and Main Roads Technical Specification MRTS02 – Provision for Traffic, which must demonstrate that there will be no adverse impact to the safety or operation of the following railway level crossings for the duration of the works:</p> <ul style="list-style-type: none"> i. Landsborough Street, Normanton (LXR_06573); | <p>(a) – (c) Prior to the commencement of operational works for the relevant stage</p> <p>(d) For the duration of</p> |

2310-37292 SRA

| | | |
|--|--|---|
| | <p>ii. Gulf Developmental Road, Blackbull (LXR_06588); and</p> <p>iii. Ernest Henry Road, Cloncurry (LXR_04037).</p> <p>(b) The Traffic Management Plan, required in part (a) of this condition, must include:</p> <p>i. site induction requirements for all personnel and drivers attending the site by vehicle on the safe use of the railway level crossings.</p> <p>(c) Submit the Traffic Management Plan required in part (a) of this condition to the Program Delivery and Operations Unit, North Queensland Region (North.Queensland.IDAS@tmr.qld.gov.au), within the Department of Transport and Main Roads.</p> <p>(d) Carry out the development in accordance with the Traffic Management Plan.</p> | the works |
| <p>Schedule 10, Part 17, Division 3, Table 2, Item 1—Operational works that is tidal works or work in a coastal management district—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:</p> | | |
| 4. | <p>Submit a written notice to the Regional Harbour Master (Cairns) email rhmcairns@msq.qld.gov.au, when the development authorised under this development:</p> <p>(a) is scheduled to commence; and</p> <p>(b) has been completed.</p> <p>Each notice must state 2310-37292 SRA, the location and the name of the registered place and the condition number under which the notice is being given.</p> | <p>(a) At least ten business days prior to the commencement of works</p> <p>(b) Within ten business days of the completion of works</p> |
| 5. | Any debris or similar obstruction encountered whilst undertaking the work must be disposed of at the applicant's cost. | At all times |
| <p>Schedule 10, Part 17, Division 3, Table 1, Item 1—Operational works that is tidal works or work in a coastal management district—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Environment, Science and Innovation to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:</p> | | |
| 6. | <p>The Prescribed Tidal Works must be undertaken generally in accordance with the following plans:</p> <p>a) Site General Arrangement Plan, prepared by Royal Haskoning DHV dated 29.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C005 revision P03, as amended in red by SARA.</p> <p>b) Boat Ramp Groyne Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 29.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C014, revision P03.</p> <p>c) Boat Ramp Groyne Cross Section Sheet 1, prepared by Royal Haskoning DHV, dated 27.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C015, revision P03.</p> <p>d) Boat Ramp Groyne Cross Section Sheet 2 prepared by Royal</p> | For the duration of the works. |

2310-37292 SRA

| | | |
|-----|--|---|
| | <p>Haskoning DHV, dated 27.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C016, revision P03.</p> <p>e) Boat Ramp Groyne Typical Details and Setout, prepared by Royal Haskoning DHV dated 27.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C017, revision P03.</p> <p>f) River Groyne No.1 Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C018, revision P03.</p> <p>g) River Groyne No.2 Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C020, revision P03.</p> <p>h) River Groyne No.2 Cross Sections, prepared by Royal Haskoning DHV, dated 24.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C021, revision P03.</p> <p>i) River Groyne No.3 Detail Plan and Longitudinal Section, prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C022, revision P03.</p> <p>j) River Groyne No.3 Cross Sections, prepared by Royal Haskoning DHV, dated 24.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C023, revision P03.</p> <p>k) River Groyne No. 1, 2 & 3 Typical Details prepared by Royal Haskoning DHV, dated 28.09.2023, Drawing Number PA3014-RHD-00-XX-DR-C024, revision P03.</p> | |
| 7. | For the construction of breakwater and groyne field, only use clean materials which are free from prescribed water contaminants. | For the duration of the works. |
| 8. | Development must prevent the release of sediment to tidal waters by installing and maintaining erosion and sediment control measures in accordance with the <i>Best Practice Erosion and Sediment Control (BPESC) guidelines for Australia (International Erosion Control Association)</i>]. | For the duration of the works |
| 9. | Submit "As Constructed drawings" to palm@des.qld.gov.au or mail to: Department of Environment, Science and Innovation Permit and Licence Management Implementation and Support Unit GPO Box 2454 Brisbane Qld 4001 | Within 20 business days of the completion of the works |
| 10. | <p>a) In the event that the works cause disturbance or oxidisation of acid sulfate soil, the affected soil must be treated and thereafter managed (until the affected soil has been neutralised or contained) in accordance with the current <i>Queensland Acid Sulfate Soil Technical Manual: Soil management guidelines</i>, prepared by the Department of Science, Information Technology, Innovation and the Arts, 2014.</p> <p>b) Certification by an appropriately qualified person, confirming that the affected soil has been neutralised or contained, in</p> | <p>(a) Upon disturbance or oxidisation until the affected soil has been neutralised or contained.</p> <p>(b) At the time the soils have been neutralised or</p> |

2310-37292 SRA

| | | |
|--|---|------------|
| | <p>accordance with (a) above is to be provided to palm@des.qld.gov.au or mailed to:</p> <p>Department of Environment, Science and Innovation Permit and Licence Management Implementation and Support Unit GPO Box 2454 Brisbane Qld 4001</p> <p>Note: <u>Appropriately qualified person</u> means a person or persons who has professional qualifications, training, skills and experience relevant to soil chemistry or acid sulfate soil management and can give authoritative assessment, advice and analysis in relation to acid sulfate soil management using the relevant protocols, standards, methods or literature.</p> | contained. |
|--|---|------------|

2310-37292 SRA

Attachment 2—Advice to the applicant

| General advice | |
|----------------|---|
| 1. | Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) (version 3.0). If a word remains undefined it has its ordinary meaning. |
| 2. | <p>The Normanton and Cloncurry Railway Station Masters (Queensland Rail) must be contacted to inspect the condition of the railway level crossings before the commencement of the haulage stage and on completion of the haulage stage. Contact should be made at least two (2) weeks prior to the commencement of the works and within two (2) weeks upon completion of the works. The contact details for the Queensland Rail Station Masters for Normanton and Cloncurry are:</p> <ul style="list-style-type: none">• Normanton crossings:<ul style="list-style-type: none">o Joe Bauleka - Joeli.bauleka@qr.com.au. Ph: 0436 359 404• Cloncurry crossing:<ul style="list-style-type: none">o Stephen Land - Stephen.land@qr.com.au. Ph: 0429 078 231; oro Joe Bauleka - joeli.bauleka@qr.com.au. Ph: 0436 359 404 |
| 3. | The Department of Transport and Main Roads <i>Specifications MRTS02 Provision for Traffic</i> is available at: Category 1 - Overarching Specifications (Department of Transport and Main Roads) (tmr.qld.gov.au) |
| 4. | Under the <i>Transport Infrastructure (Rail) Regulation 2017</i> permission from the Railway Manager (Queensland Rail) is required to take over dimensional road loads across Queensland Rail infrastructure (e.g. rail level crossings and rail bridges). Further information can be obtained from Queensland Rail's website at: http://www.queenslandrail.com.au/forbusiness/overdimensionalloads |

2310-37292 SRA

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The reasons for the SARA's decision are:

The proposed development complies with State code 6 of SDAP. Specifically, the development:

- protect state transport infrastructure, public passenger transport infrastructure, active transport infrastructure and public passenger services from the adverse impacts of development
- maintain the operating performance of the transport network

The proposed development complies with State code 7 of SDAP. Specifically, the development

- protects the safety of people using, and living or working near, navigable waterways

The proposed development complies with State code 8 of SDAP. Specifically, the development:

- protect life, buildings and infrastructure from the impacts of coastal erosion
- maintain coastal processes
- conserve coastal resources
- maintain appropriate public use of, and access to and along, State coastal land
- account for the projected impacts of climate change

Material used in the assessment of the application:

- the development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- the SDAP (version 3.0), as published by SARA
- the Development Assessment Rules
- SARA DA Mapping system
- State Planning Policy mapping system
- section 58 of the *Human Rights Act 2019*

Attachment 4—Representations about a referral agency response provisions

(page left intentionally blank)

2310-37292 SRA

Attachment 5—Documents referenced in conditions

(page left intentionally blank)



KARUMBA POINT FORESHORE PROTECTION

Pavement Impact Assessment

PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE



SARA ref: 2310-37292 SRA

Date: 26 February 2024

Document Control

| Date | Description | Author |
|------------|---------------------------|------------------------------|
| 10/01/24 | Draft | George Uren (RPEQ 15400) |
| 12/01/2023 | Review | Matthew Brennan (RPEQ 29309) |
| 22/01/2023 | Report released to Client | Matthew Brennan (RPEQ 29309) |

GBA Project/Doc ID no. 230210 / 478194

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact GBA Consulting Engineers.

Phone 07 4651 5177

Email admin@gbaengineers.com.au

Disclaimer

This report is prepared by GBA Consulting Engineers (GBA) on behalf of Carpentaria Shire Council in connection with Karumba Point Foreshore Protection Project.

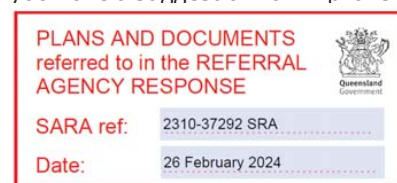
This report is solely for the use of Carpentaria Shire Council and is not intended to be used or relied upon by any other person or entity. GBA Consulting Engineers is not responsible and will not be liable to any other person or organisation, for or in relation to any matter within this report, or any loss or damage suffered by any other person or organisation arising from matters dealt with or conclusions expressed in this report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GBA Consulting Engineers has no responsibility or obligation to update this report to account for events or changes that occur subsequent to the date the report was prepared or issued.

Assumptions

The assumptions made in this report are based on the following information and tools:

- List Information or data provided by client or others
 - Rock quantities from Karumba Point Foreshore Protection and Revitalisation Project Specification (ref PA3014-RHD-ZZ-XX-SP-Z-0002) Table 3-1
 - DTMR AADT 2020 segment data
 - DTMR supplied Margin Cost Data for sealed segment Granular Pavement
- Conversion factors rock quantities m3 to tonnes m as follows:
 - Rock Class 1 and 2 – conversion factor of 1.755t/m3 applied as per Karumba Point Foreshore Protection and Revitalisation Project Specification (ref PA3014-RHD-ZZ-XX-SP-Z-0002) for Castlereagh Quarry
 - Rock Class 3 – conversion factor of factor of 1.516t/m3 applied (as per Jubilee Quarry conversion as stated on Carpentaria Shire Council Purchase order 14856
 - Rock Class 4 - conversion factor of 1.625t/m3 applied as per Karumba Point Foreshore Protection and Revitalisation Project Specification (ref PA3014-RHD-ZZ-XX-SP-Z-0002) for Castlereagh Quarry
- The Karumba Point Foreshore Protection and Revitalisation Project is to be delivered over two financial years (FY2324 and FY2425) with the Boat Ramp Groyne and Foreshore Revetment Structure being constructed in 2024 and the reaming structures in 2025. If there any changes to the program and works are brought forward than the pavement impact assessment is required to be amended.



APPENDIX A
ROUTES MAPS

PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE



SARA ref:

2310-37292 SRA

Date:

26 February 2024

Castlereagh Quarry to Karumba Aerodrome

Wagners Castlereagh Quarry

Zingari Rd, Cloncurry QLD 4824

- Take Ernest Henry Rd to Barkly Hwy/A2/A6 - 13 min (10.6 km)
- Follow National Route 83 to Burke Developmental Rd/State Route 27 in Normanton - 3 hr 57 min (383 km)
- Follow State Route 27 and Karumba Rd to Karumba Airport Rd in Karumba - 45 min (69.2 km)

Karumba Aerodrome

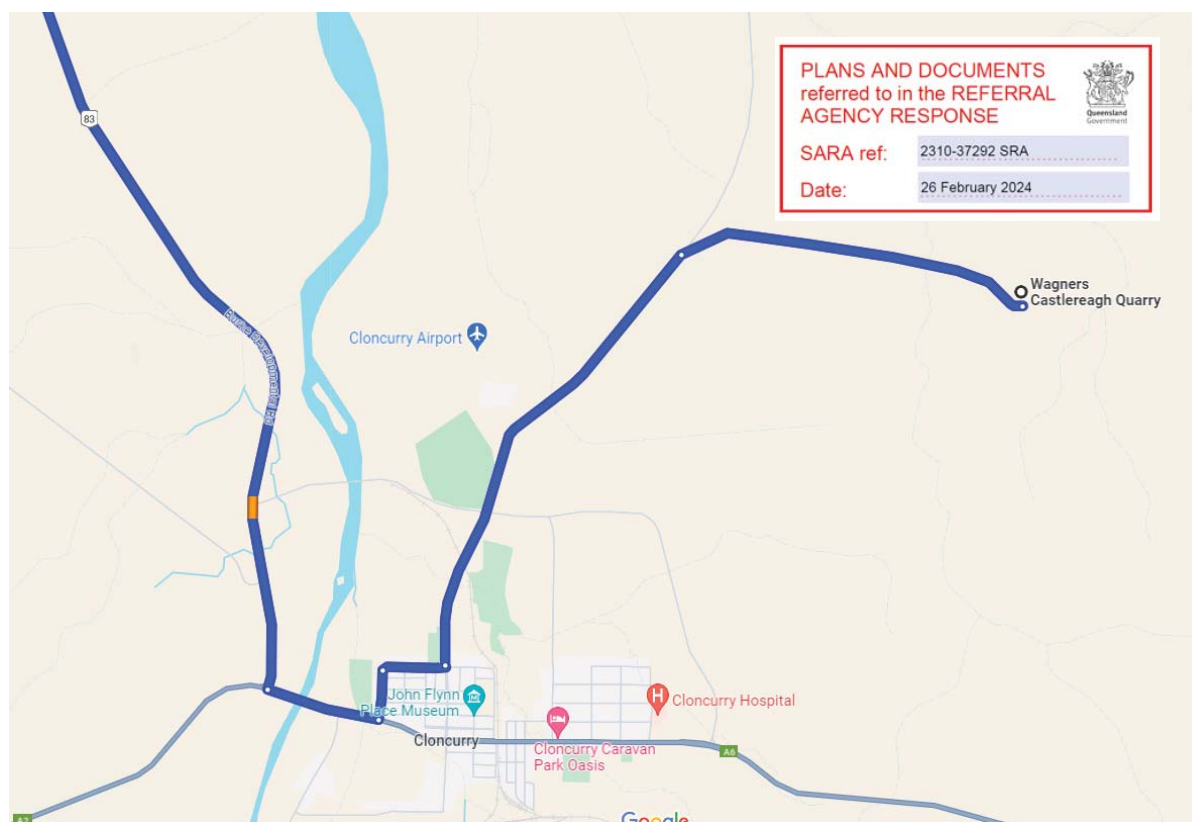
Lot 29 Col Kitching Drive, Karumba QLD 4891

**PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE**

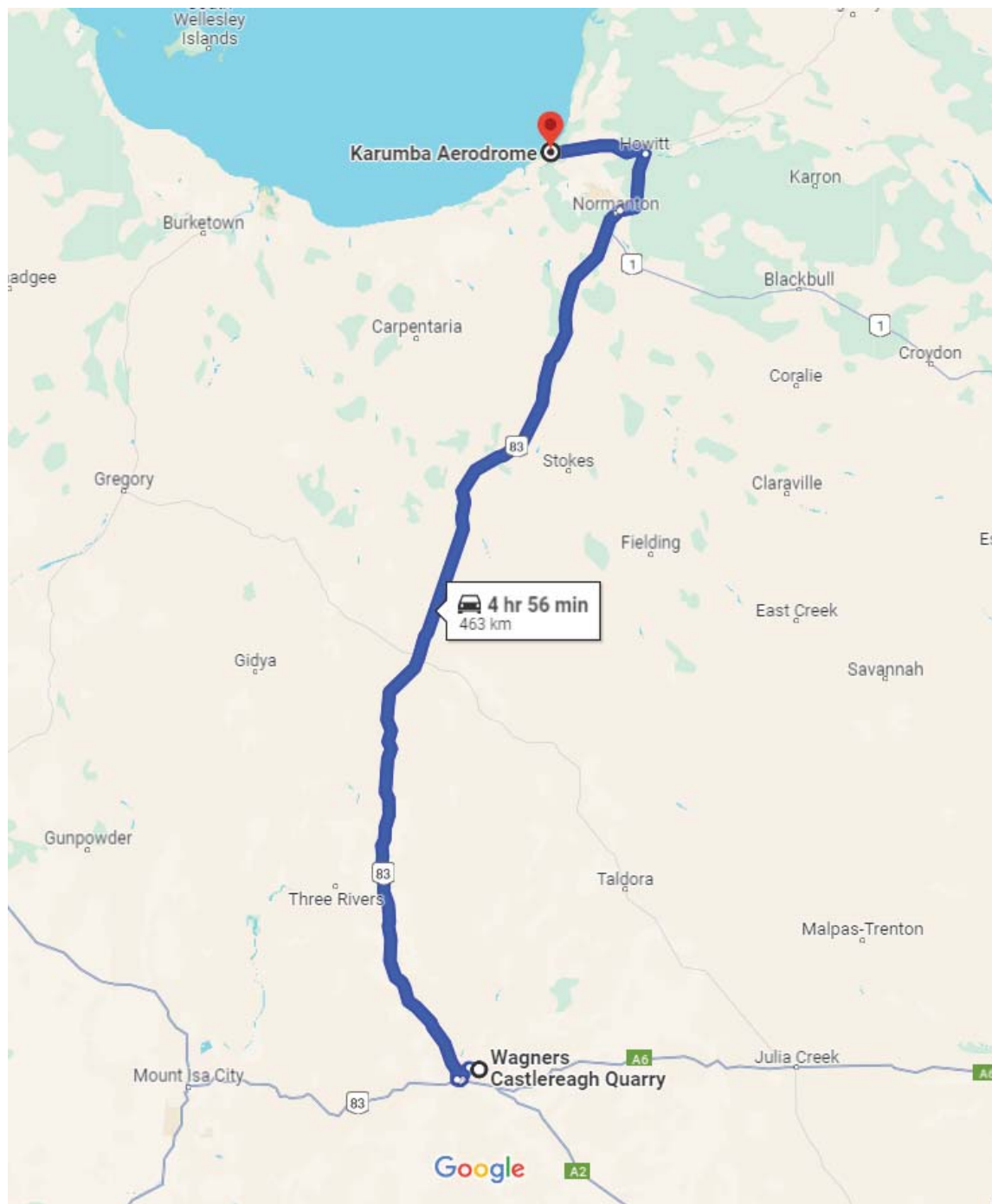


SARA ref: 2310-37292 SRA

Date: 26 February 2024



GBA



**PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE**



SARA ref: 2310-37292 SRA

Date: 26 February 2024

GBA

Jubilee Quarry to Karumba Aerodrome

Jubilee Quarry Croydon QLD 4871

- Take Mine Access Rd Golden Gate to National Route 1 - 10 min (9.0 km)
- Follow National Route 1 to Burke Developmental Rd/State Route 27 in Normanton - 1 hr 37 min (150 km)
- Follow State Route 27 and Karumba Rd to Karumba Airport Rd in Karumba - 45 min (69.2 km)

Karumba Aerodrome

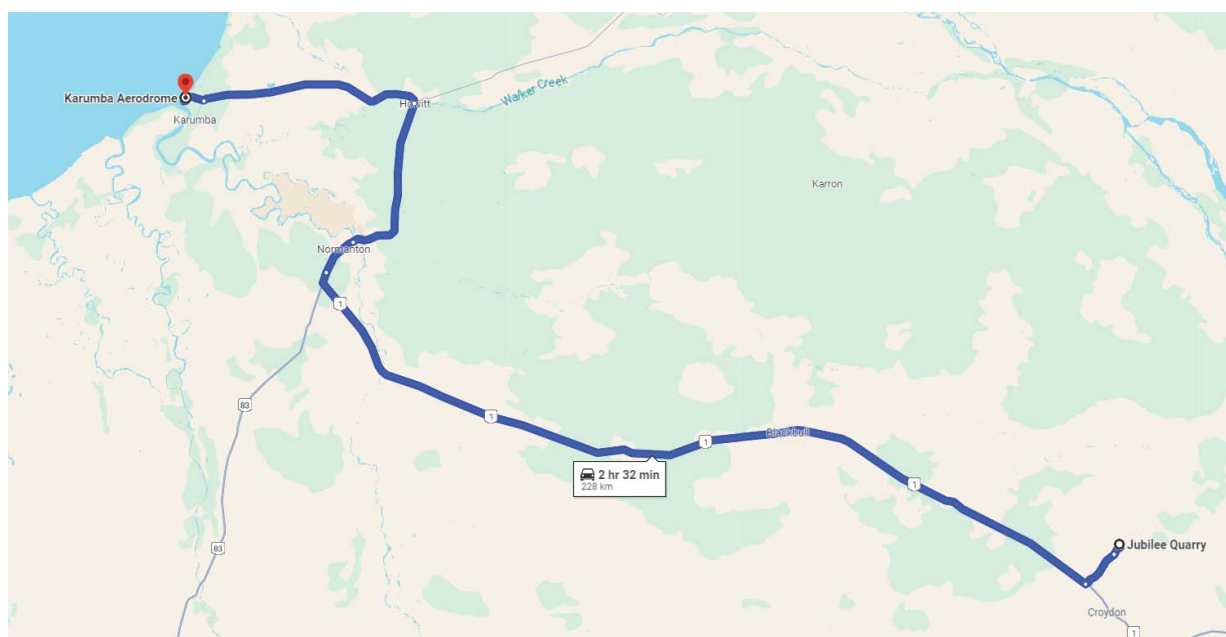
Lot 29 Col Kitching Drive, Karumba QLD 4891

PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE



SARA ref: 2310-37292 SRA

Date: 26 February 2024



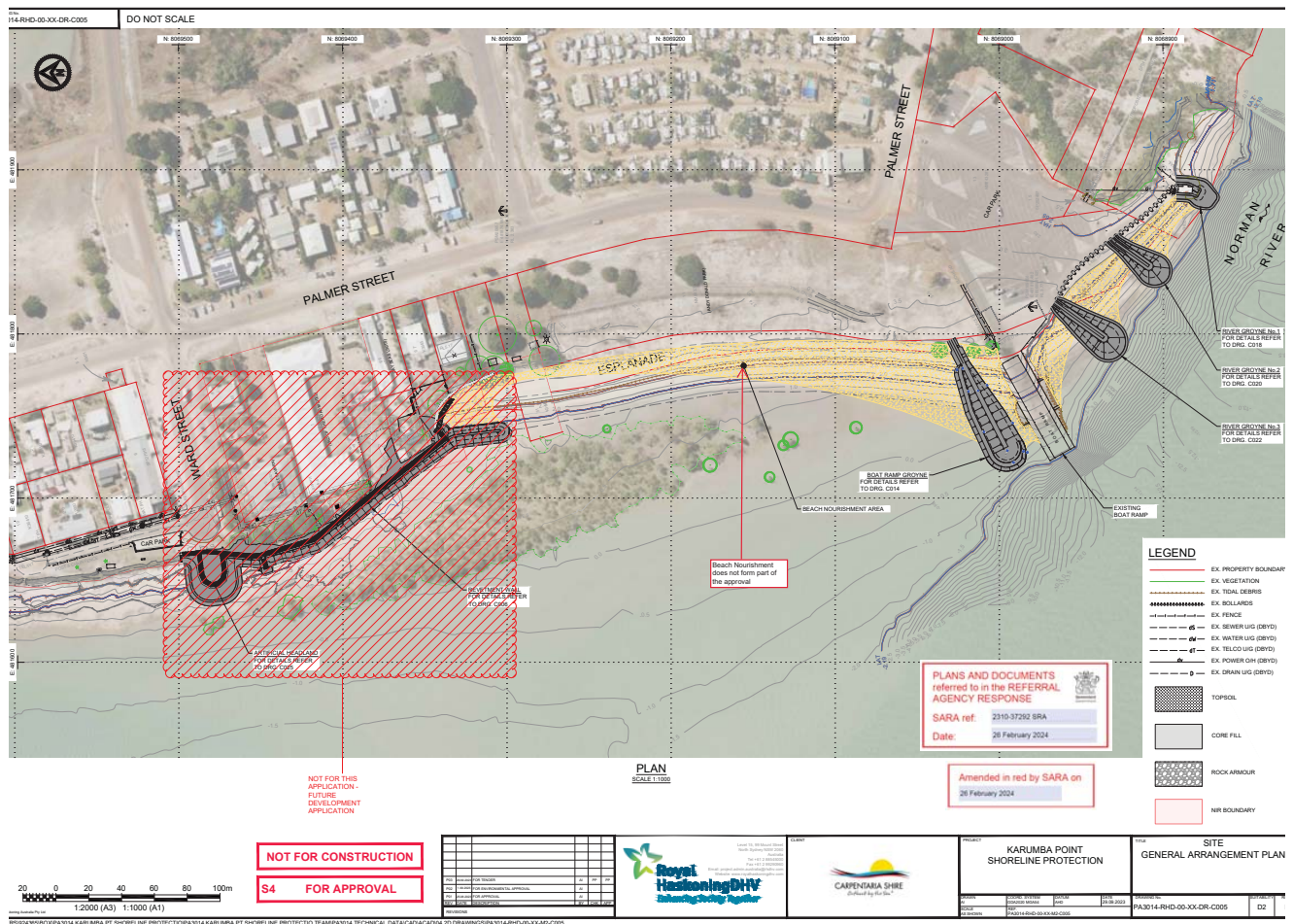
**PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE**

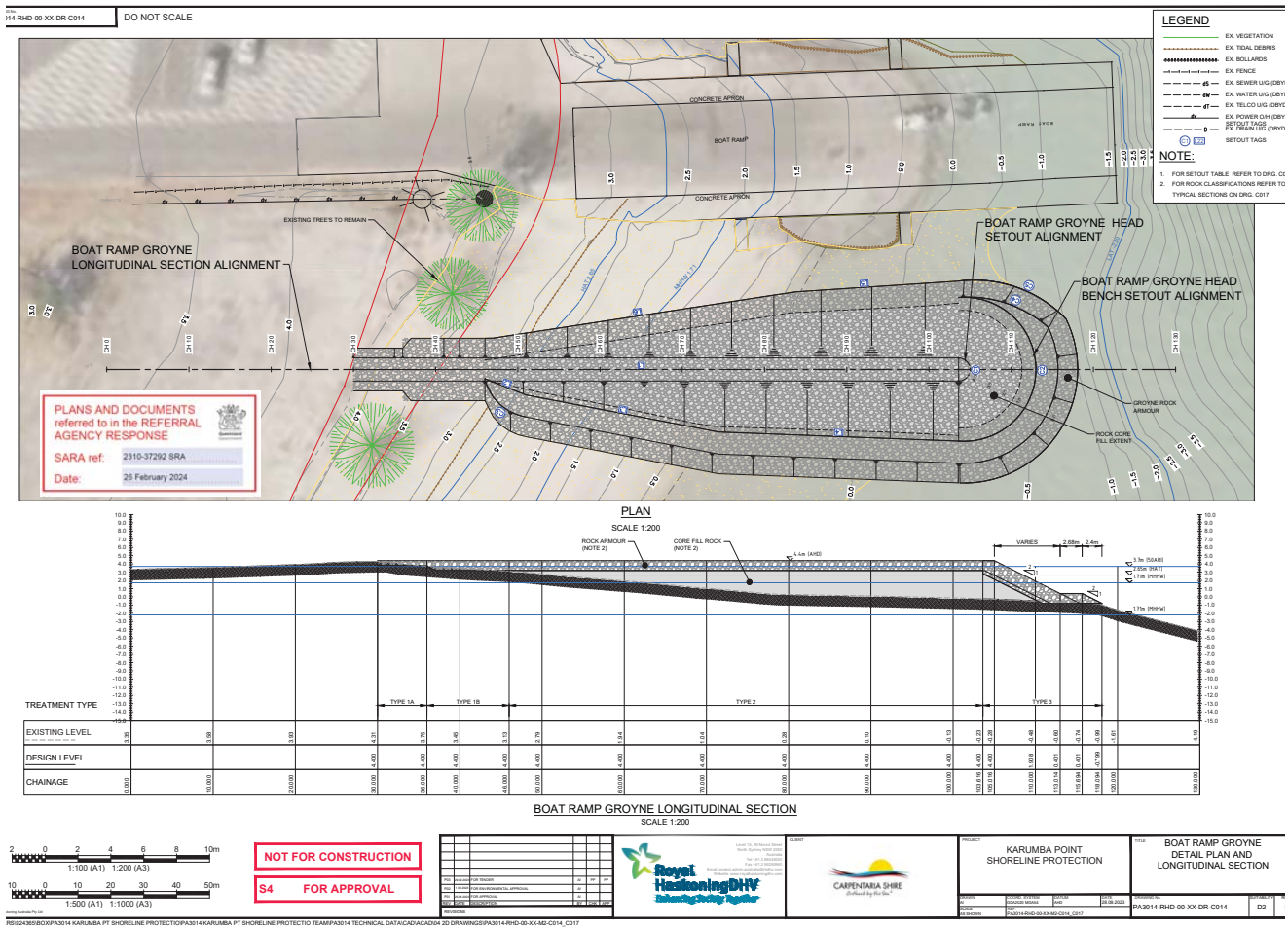


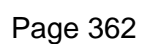
SARA ref: 2310-37292 SRA

Date: 26 February 2024

GBA

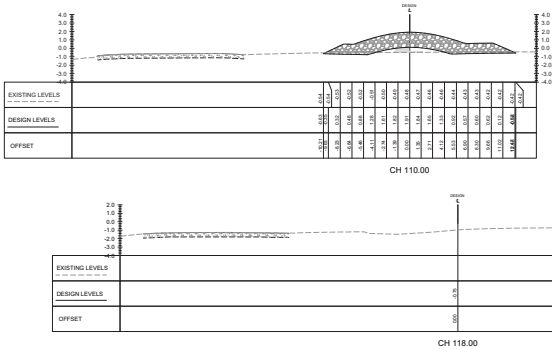






114-RH0-00-XX-DR-C016

DO NOT SCALE



PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE

SARA ref: 2310-37292 SRA

Date: 26 February 2024

NOT FOR CONSTRUCTION

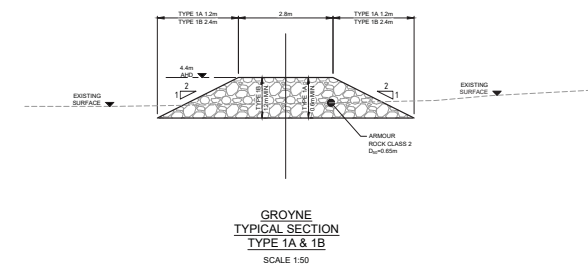
S4 FOR APPROVAL

| | | | |
|---|---|---|---|
| Royal HaskoningDHV Sustainable Living Together | CARPENTARIA SHIRE Coastal Living | <div><div><div>KARUMBA POINT SHORELINE PROTECTION</div><div>PROJECT</div></div><div><div>DESIGNER: RYAN TAYLOR DRAWN: MARY DATE: 27/09/2023 PROJECT NO: PA3014-RH0-00-XX-DR-C016</div><div><div>PROJECT NO: PA3014-RH0-00-XX-DR-C016</div><div>D2</div></div></div></div> | <div><div>BOAT RAMP GROVNE CROSS SECTIONS SHEET 2</div><div>PROJECT NO: PA3014-RH0-00-XX-DR-C016</div><div>D2</div></div> |
|---|---|---|---|

114-RH0-00-XX-DR-C016

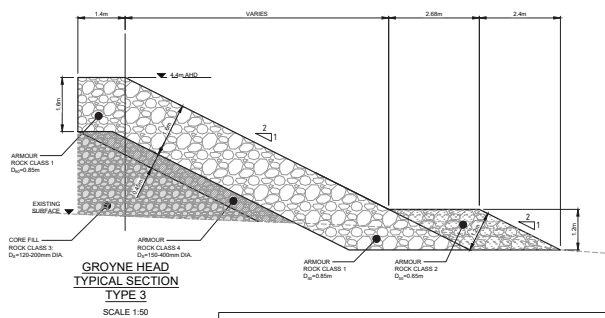
154-RH0-00-XX-DR-0017

DO NOT SCALE

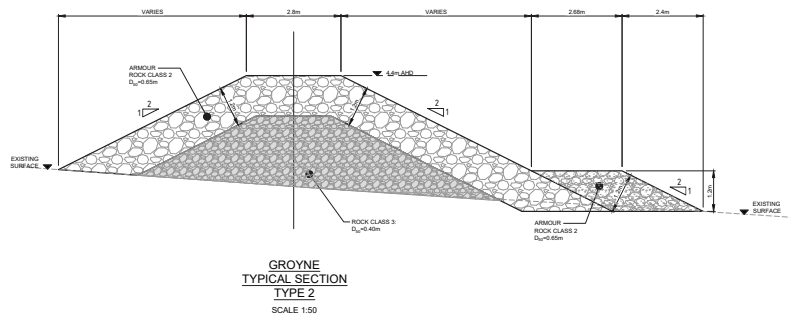


GROYNE
TYPICAL SECTION
TYPE 1A & 1B
SCALE 1:50

PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE
SARA ref: 2310-37292 SRA
Date: 26 February 2024



GROYNE HEAD
TYPICAL SECTION
TYPE 3
SCALE 1:50



GROYNE
TYPICAL SECTION
TYPE 2
SCALE 1:50

| BOAT RAMP GROUYNE LONGITUDINAL SECTION ALIGNMENT | | | | |
|--|---------------------------------------|---|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| L1 | CH 0+000, E 481923.186, N 8059542.597 | CH 130+000, E 481702.256, N 8059583.888 | 130.00 | 362° 59' 30.17"W |

| BOAT RAMP GROUYNE RHS BENCH SETOUT ALIGNMENT | | | | |
|--|--|--|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| L2 | CH 0+000, E 481781.971, N 8059522.744 | CH 5+367, E 481776.327, N 8059522.244 | 5.37 | 354° 59' 21.19"W |
| L3 | CH 5+367, E 481776.327, N 8059522.244 | CH 20+212, E 481734.412, N 8059515.693 | 20.85 | 373° 58' 48.85"W |
| L4 | CH 20+212, E 481734.412, N 8059515.693 | CH 26+443, E 481726.871, N 8059503.462 | 26.23 | 366° 12' 38.12"W |

| BOAT RAMP GROUYNE LHS BENCH SETOUT ALIGNMENT | | | | |
|--|---------------------------------------|---------------------------------------|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C3 | CH 0+000, E 481781.944, N 8059522.583 | CH 7+001, E 481775.103, N 8059524.830 | 7.00 | N79° 44' 23.51"W 6.30 |

| BOAT RAMP GROUYNE HEAD BENCH SETOUT ALIGNMENT | | | | |
|---|---------------------------------------|--|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C2 | CH 0+000, E 481726.871, N 8059503.462 | CH 26+802, E 481734.791, N 8059587.891 | 26.80 | S26° 58' 27.90"E 8.75 |

| BOAT RAMP GROUYNE HEAD LOWER TOE TRANSITION | | | | |
|---|---------------------------------------|--|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C5 | CH 0+000, E 481721.964, N 8059584.240 | CH 14+337, E 481735.693, N 8059588.085 | 14.34 | N62° 29' 08.22"E 15.47 |

| BOAT RAMP GROUYNE HEAD BENCH SETOUT ALIGNMENT | | | | |
|---|---------------------------------------|--|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C2 | CH 0+000, E 481726.871, N 8059503.462 | CH 26+802, E 481734.791, N 8059587.891 | 26.80 | S26° 58' 27.90"E 8.75 |

| BOAT RAMP GROUYNE HEAD SETOUT ALIGNMENT | | | | |
|---|---------------------------------------|---------------------------------------|--------|-----------------------------|
| Number | START | END | Length | Line/Chord Direction Radius |
| C1 | CH 1+870, E 481725.181, N 8059596.588 | CH 6+268, E 481731.453, N 8059594.382 | 4.40 | S26° 58' 29.82"E 1.40 |



NOT FOR CONSTRUCTION

S4 FOR APPROVAL

| NO | DESCRIPTION | DATE | BY | CHECKED |
|----|-------------|------------|-----|---------|
| 1 | DESIGN | 23/02/2024 | ... | ... |
| 2 | ... | ... | ... | ... |
| 3 | ... | ... | ... | ... |
| 4 | ... | ... | ... | ... |
| 5 | ... | ... | ... | ... |
| 6 | ... | ... | ... | ... |
| 7 | ... | ... | ... | ... |
| 8 | ... | ... | ... | ... |
| 9 | ... | ... | ... | ... |
| 10 | ... | ... | ... | ... |



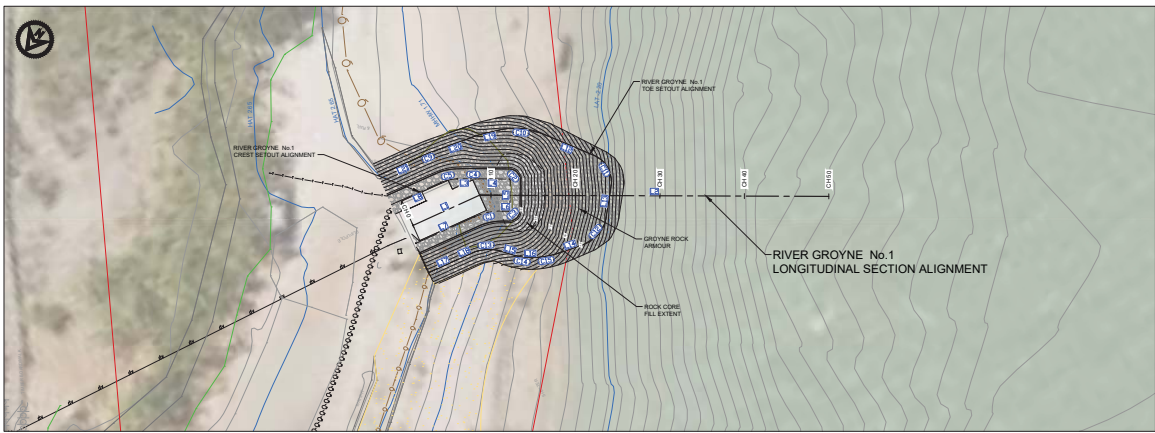
KARUMBA POINT
SHORELINE PROTECTION

BOAT RAMP GROUYNE
TYPICAL DETAILS
AND SETOUT

154-RH0-00-XX-DR-0017

154-RHD-00-XX-DR-C018

DO NOT SCALE



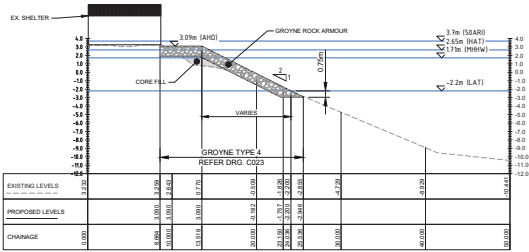
LEGEND

- EX PROPERTY BOUND
- EX VEGETATION
- EX TIDAL DEBRIS
- EX BOLLARDS
- EX FENCE
- EX SEWER UG (DBY)
- EX WATER UG (DBY)
- EX TELECOM UG (DBY)
- EX POWER CH (DBY)
- EX DRAIN UG (DBY)
- SETOUT TAGS

NOTE:

- FOR SETOUT TABLE REFER TO DRG. C003

PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE
SARA ref: 2310-37292 SRA
Date: 26 February 2024



NOTE:

- FOR SETOUT TABLE REFER TO DRG. C003
- FOR TYPICAL SECTIONS REFER TO DRG. C003



NOT FOR CONSTRUCTION
S4 FOR APPROVAL

| | | | |
|----|-----|---------------------|------------|
| NO | REV | DESCRIPTION | DATE |
| 1 | 0 | ISSUED FOR APPROVAL | 24/04/2024 |

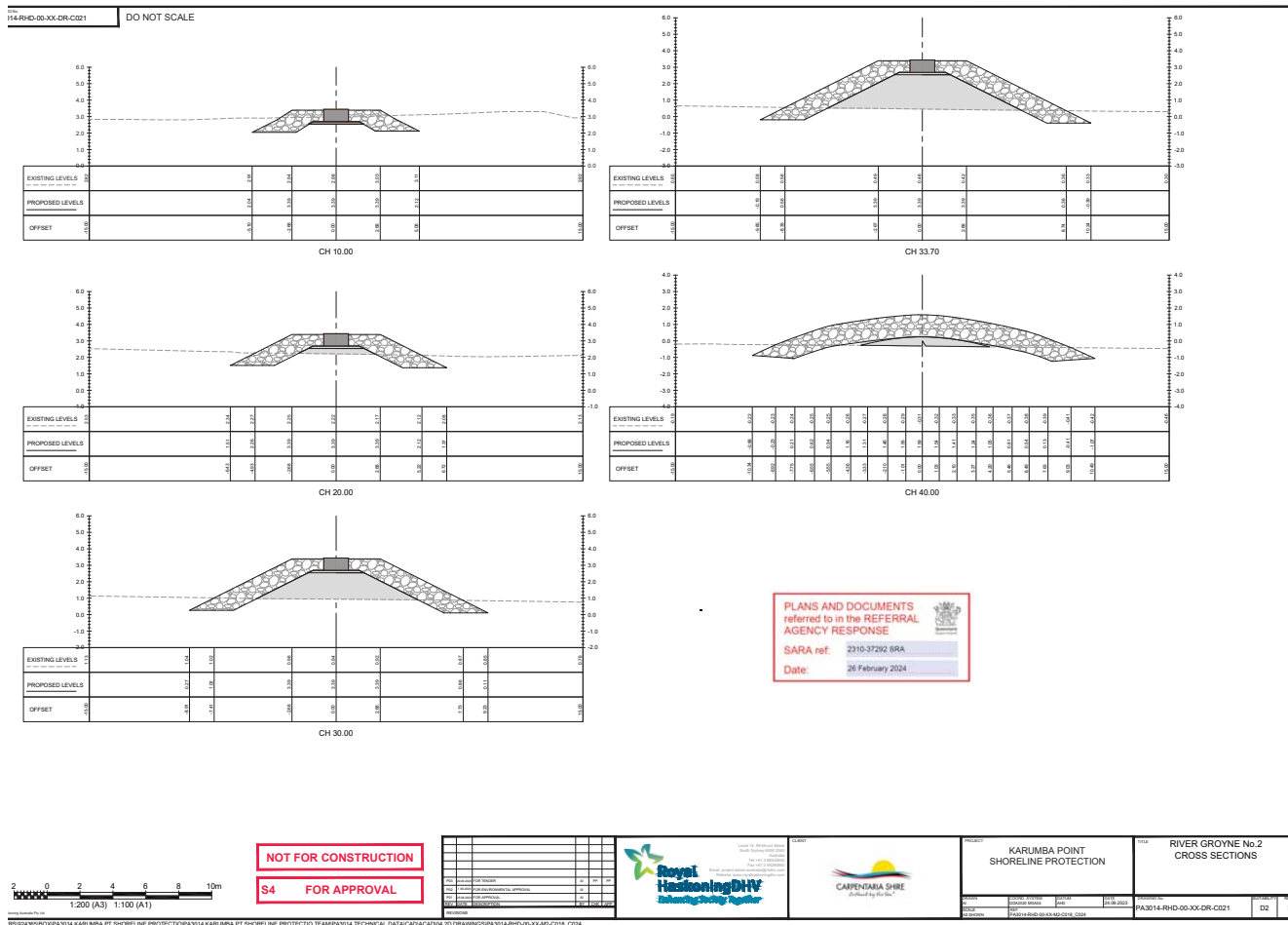


KARUMBA POINT
SHORELINE PROTECTION

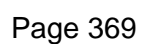
RIVER GROUYNE No.1
DETAIL PLAN AND
LONGITUDINAL SECTION

154-RHD-00-XX-DR-C018



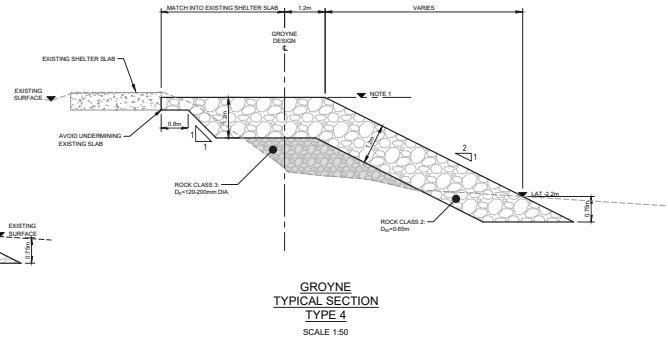
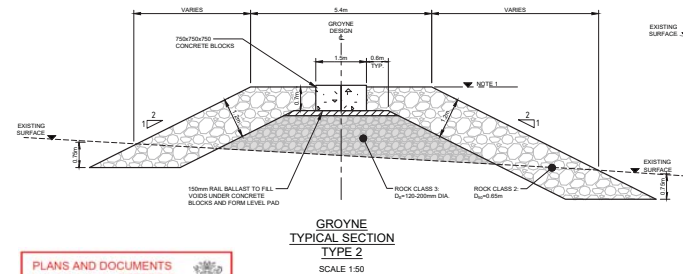
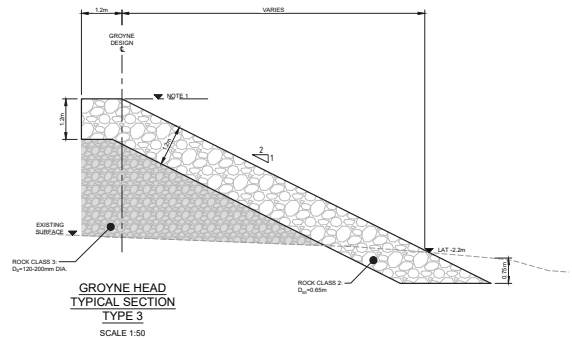
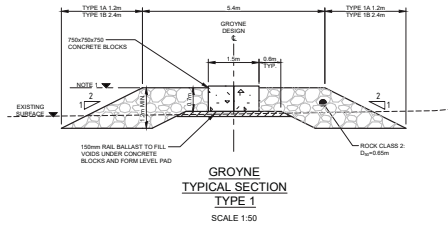






114-RH-00-XX-DR-024

DO NOT SCALE



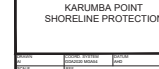
NOTE:
1. FOR FINISHED SURFACE LEVELS REFER TO LONGITUDINAL SECTION AND CROSS SECTION

PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE
SARA ref: 2310-37292 SRA
Date: 28 February 2024

NOT FOR CONSTRUCTION
S4 FOR APPROVAL

0 1000 2000 3000 4000 5000mm
1:100 (A3) 1:50 (A1)

PROJECT: KARUMBA POINT SHORELINE PROTECTION
DRAWING: KARUMBA PT SHORELINE PROTECTION TEAM/PA314/TECHNICAL DATA/CAD/CAD04 20 DRAWING/PA314/RH-00-XX-02-024, C024



| PROJECT | KARUMBA POINT SHORELINE PROTECTION |
|----------|------------------------------------|
| DATE | 28 FEB 2024 |
| BY | PA314-RH-00-XX-02-024, C024 |
| FOR | PA314-RH-00-XX-02-024, C024 |
| APP'D | |
| CHK'D | |
| DESIGNED | |
| DRAWN | |
| SCALE | 1:100 (A3) 1:50 (A1) |
| PROJECT | KARUMBA POINT SHORELINE PROTECTION |
| DATE | 28 FEB 2024 |
| BY | PA314-RH-00-XX-02-024, C024 |
| FOR | PA314-RH-00-XX-02-024, C024 |
| APP'D | |
| CHK'D | |
| DESIGNED | |
| DRAWN | |
| SCALE | 1:100 (A3) 1:50 (A1) |

BUSINESS PAPERS

12.7 REALLOCATION OF W4Q FUNDS

Attachments: NIL
Author: Michael Wanrooy - Director of Engineering
Date: 18 April 2024

Key Outcome: 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

Key Strategy: 5.1.1 Develop a Strategic Infrastructure and Asset Management Plan to guide the provision, maintenance, decommissioning, replacement and enhancement of Council assets and infrastructure.

Executive Summary:

Council has 21-24 W4Q funding that was allocated for the upgrade of the Normanton Treatment Plant. It's unlikely Council will be able to spend that, and at this point in time we don't have any additional scope that we could easily put into motion and complete before June 30th.

We have contacted the Funding Body looking after the W4Q to check if we can reallocate the funds to support the new Membrane in Karumba WWTP. They said we can't because the project will not get completed in time. What they suggested is we reallocate that approved funding to one of the existing projects (see below) and also request an extension of time. This could alleviate some of the pressures on one of the remaining three open W4Q projects.

Alternatively, Council is checking with the Funding Body to see if we can refurbish our original water clarifier plant which is the backup to the new one installed last year. The refurbishment would cost \$60,000 which Council can complete prior to June. As this project is related to the reservoir upgrade, we believe that \$60,000 can be approved and the remaining \$150,000 can be reallocated to another available existing project.

RECOMMENDATION:

That Council:

1. If approved by the Funding Body - allocate \$60,000 to the Water Clarifier refurbishment and reallocate the remaining \$150,000 to another project so an extension of time can be requested.
2. Reallocate the remaining \$210,000 to another existing project so an extension of time can be requested.

Background:

The three projects we could shift the funds to are:

- Council Staff Housing
- Normanton School Dam.
- Normanton Street Beautification

| Project reference | Project Title | Budget Allocation | Comments |
|-------------------|--|-------------------|----------|
| CSC-W4Q4-001 | Commencement of Normanton beautification | \$200,000.00 | |

BUSINESS PAPERS

| | | | |
|--------------|--|--------------|---|
| CSC-W4Q4-002 | Council Staff housing renewals | \$400,000.00 | 94% Completed |
| CSC-W4Q4-003 | Normanton and Karumba public saltwater Chlorinator | \$320,000.00 | 100% completed |
| CSC-W4Q4-004 | Water Treatment Plant (Normanton) – upgrade and enhancement of PLCs and monitoring equipment | \$180,000.00 | 91% Completed |
| CSC-W4Q4-005 | Karumba Airport power supply upgrade | \$60,000.00 | 100% Completed |
| CSC-W4Q4-006 | Normanton Water Treatment Plant – reservoir upgrade | \$210,000.00 | Seeking to reallocate |
| CSC-W4Q4-007 | Commencement of Normanton School dam upgrade | \$300,000.00 | 20% Completed – Majority of work to start mid May |

Consultation (Internal/External):

- Matt Brennan (Consultant)
- Joe Beddows (Acting Water and Waste Manager)
- Kerrod Giles (Engineer)

Legal Implications:

- Nil.

Financial and Resource Implications:

- Nil.

Risk Management Implications:

- Within normal operating parameters.

BUSINESS PAPERS

12.8 RFT 24-0001 - LATE SUBMISSION FOR WET HIRE TENDER

| | |
|----------------------|---|
| Attachments: | NIL |
| Author: | Kerrod Giles - Engineer |
| Date: | 18 April 2024 |
| Key Outcome: | Day to day management of activities within Engineering Services Directorate |
| Key Strategy: | As per the Departmental Plan for Engineering Services |

Executive Summary:

A request for a late tender has been requested by GOS Constructions PTY LTD for slashing work.

RECOMMENDATION:

That Council allows GOS Constructions PTY LTD to submit a late Tender.

Background:

GOS Constructions PTY LTD submitted a tender for the Prequalified Trades ROPS – RFT 24-0007. They have been accepted under several categories, however there was no category for slashing. GOS Constructions PTY LTD thought the slashing was included in the ROPS under the Weed Control category.

There are no local slashing contractors and Council engages externally through the Wet Hire Tender. GOS Constructions are located in the nearby town of Gregory.

Consultation (Internal/External):

- Director of Engineering – Michael Wanrooy

Legal Implications:

- Nil

Financial and Resource Implications:

- Nil

Risk Management Implications:

- Nil

BUSINESS PAPERS

12.9 24-0004 ROPS PREQUALIFIED SUPPLIERS OF DRY HIRE PLANT

| | |
|----------------------|---|
| Attachments: | 12.9.1. Attachment A - Conforming Tender ↓ 12.9.2. Attachment B - Non-conforming Tenders ↓ |
| Author: | Nick Lennon - Consultant Engineer |
| Date: | 18 April 2024 |
| Key Outcome: | Day to day management of activities within Engineering Services Directorate |
| Key Strategy: | As per the Departmental Plan for Engineering Services |

Executive Summary:

A request for tenders for the ROPS Dry Hire Plant 2024 & 2025 (CN: 24-0004) closed on 2 November 2023 with twenty-one (21) tenders received. Tenderers for each item of Dry Hire Plant have been assessed and placed on a Fully Conforming Tenders List.

RECOMMENDATION:

That Council:

1. approve the suppliers on Appendix A – Fully Conforming Tenders for the Dry Hire Plant as presented; and
2. notes that the Contractor listed in Attachment B has provided a non-conforming tender but has been transferred to the Wet Hire Tender (as all the documents supplied were for the Wet Hire).

Background:

A request for tenders for the ROPS Dry Hire Plant (CN: 24-0004) was issued by Carpentaria Shire Council on 13 October 2023 and closed on 2 November 2023 at 2:00PM. Twenty-one (21) suppliers submitted tenders for Dry Hire Plant.

Eleven (11) items of plant were requested within the ROPS Dry Hire Plant tender:

- D2.1 Vibrating Single Drum Rollers
- D2.2 Multi-Tyre Rollers
- D2.3 Vibrating Pad-Foot Rollers
- D2.4 4 Door 4x4 V8 Landcruiser with Tray Back
- D2.5 4 Door 4x4 Ute with Tray Back (4 Cylinder)
- D2.6 Skid Mounted Generator
- D2.7 Standpipe
- D2.8 Trailer Mounted Water Pump
- D2.9 Ablution Block / Laundry Block including Showers and Toilets
- D2.10 Accommodation Dongas
- D2.11 Miscellaneous

BUSINESS PAPERS

Assessment

Tenders were assessed for each of the 11 items of plant. The tenderers were required to respond to all relevant schedules.

Supporting documentation for individual items of plant (registration, certificates of inspection, etc.) was not required however successful tenderers must provide the documentation prior to engagement.

All successful tenderers are noted in **Attachment A**. Please note that Sherrin Rentals Pty Ltd lodged their tender incorrectly in the Wet Hire Tender, however as it was submitted before the closing time for the Dry Hire Tender we recommend Council to accept this tender.

One (1) tenderer was deemed non-conforming and is noted with their reason for non-conformance in **Attachment B**.

It is recommended that Council accept all items of plant noted in Attachment A.

It is recommended that Council notes that the Contractor listed in Attachment B has provided a non-conforming tender.

Consultation (Internal/External):

- Director of Engineering – Michael Wanrooy
- Tender Assessment Panel – Michael Wanrooy, Michael Sceresini, Nick Lennon

Legal Implications:

- Nil

Financial and Resource Implications:

- Nil

Risk Management Implications:

- Nil

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.1 Vibrating Single Drum Rollers

| Contractor | Registration No. | Manufacturer | Model | Hire Rate Provided (Ex. GST / month) | Forecast yearly rate (includes mobilisation and other costs) |
|---------------------------|--|--|--|--|---|
| Betta Hire | 26377C | Bomag Single Drum | BW216 – 16 tonnes with Air / Con Cab. | \$ 4,680 + 10,500 = \$15,180 (15 tonne) | \$ 4,680 + 10,500 = \$15,180 (15 tonne) |
| Betta Hire | 01757C | Amman 15 tonne | ASC 150 Roller Smooth Drum Single | \$ 4680 + 10,500 = \$ 15,180 | |
| Betta Hire | Various | Hamm, Sakai and Dynapac | Vibrating Single and Double Drum | \$ 4680 + 9870 = \$ 14,550 | |
| Betta Hire | Various | Bomag 3 tonne | 120AD – Double Drum | \$4680 + 8,610 = \$ 13,290 | |
| Brooks Hire Service | TBA @ Time of Hire | Dynapac / Hamm / CAT | CA6000 / 3518 / CS78 | \$7,264.00 | |
| Brooks Hire Service | | Aveling Barford / MacDonald | DC011 - 14 / NC310 | \$4,540.00 | |
| Brooks Hire Service | | Bomag / Dynapac / Hamm / CAT | BW120 / CC102 / CB24 / HD12V | \$5,266.40 | |
| Flexihire Pty Ltd | Various | Dynapac | CA6000 P 19T SMOOTH DRUM ROLLER OR PADFOOT | \$6,716.00 | |
| Flexihire Pty Ltd | Various | DYNACPAC 14T SMOOTH DRUM ROLLER OR PADFOOT | VARIOUS | \$5,156.70 | |
| Hastings Deering | | CS-568 / CS126C | | \$4,211.44 | |
| Hastings Deering | | CS-788 | | \$4,903.78 | |
| Indij Enterprises Pty Ltd | TBA if shortlisted as we have multiple available | Bomag | BW 216 D-5 | \$10,994.00 | |
| MAK Diesel & Earthmoving | TBA | CAT | CS56 | \$7,480.00 | |
| Tutt Bryant Hire | 7746CO | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 1130C2 | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 61670C | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 2245C1 | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 7745CO | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 9271C1 | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 9270C1 | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 9272C1 | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 2059C2 | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 0027C2 | BOMAG | BW219D-5 | \$4,830.00 | |
| Sherin Rentals Pty Ltd | Brand New Units | HAMM | HC200 | \$5,790.05 | |
| Sherin Rentals Pty Ltd | Brand New Units | Dynapac | CA6000 Single Drum Vibratory Rollers | \$5,760.76 | |

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.2 Multi-Tyre Rollers

| Contractor | Registration No. | Manufacturer | Model | Hire Rate Provided | Forecast yearly rate (includes mobilisation and other costs) |
|------------------------------|--------------------|--|--------------------------------------|----------------------------|--|
| Betta Hire | | Sakai | TS160 Multi roller 3 tonne | \$ 2080 + 8,200 = 10,280 | |
| Betta Hire | | Sakai 9 tonne | GW750-2 | \$ 4680 + 9,870 = \$14,550 | |
| Brooks Hire Service | TBA @ Time of Hire | Multipac / Bomag / Ammann / Hamm / CAT | VP200 / BW24R / AP240 / HP280 / CW34 | \$6,356.00 | |
| Brooks Hire Service | | Multipac / Bomag / Ammann / Hamm / CAT | VP200 / BW24R / AP240 / HP280 / CW34 | \$6,356.00 | |
| Curry's Diesel and Machinery | 43928C | Caterpillar | PS-300C | \$14,400.00 | |
| Flexihire Pty Ltd | VARIOUS | DYNAPAC | CP142 6-15T MULTITYRE | \$4,659.00 | |
| Flexihire Pty Ltd | VARIOUS | DYNAPAC | CP2100 16-21T MULTITYRE | \$6,067.00 | |
| FROGGV'S DRY HIRE | 83406C | DYNAPAC | CP224 | 4750.00 | |
| Hastings Deering | | CW12 | | \$4,211.44 | |
| Hastings Deering | | CW34 | | \$4,686.45 | |
| Kling Hire & Trailers | Multiple | Multipac | 7/06/1901 | \$5,000.00 | |
| MAK Diesel & Earthmoving | TBA | CAT | CW34 | \$6,600.00 | |
| Tutt Bryant Hire | 0075C2 | BOMAG | BW28RH | \$4,200.00 | |
| Tutt Bryant Hire | 6726C0 | BOMAG | BW28RH | \$4,200.00 | |
| Tutt Bryant Hire | 85169C | BOMAG | BW27RH | \$4,200.00 | |
| Tutt Bryant Hire | 9074C1 | BOMAG | BW28RH | \$4,200.00 | |
| Tutt Bryant Hire | 0078C2 | BOMAG | BW28RH | \$4,200.00 | |
| Tutt Bryant Hire | 0079C2 | BOMAG | BW28RH | \$4,200.00 | |
| Tutt Bryant Hire | 0076C2 | BOMAG | BW28RH | \$4,200.00 | |
| Tutt Bryant Hire | 97225C | BOMAG | BW28RH | \$4,200.00 | |
| Sherrin Rentals Pty Ltd | Brand New Units | HAMM | HP 280-20 | \$5,809.58 | |
| Sherrin Rentals Pty Ltd | Brand New Units | Dynapac | CP2100W | \$5,809.58 | |

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.3 Vibrating Pad-Foot Rollers

| Contractor | Registration No. | Manufacturer | Model | Hire Rate Provided | Forecast yearly rate (includes mobilisation and other costs) |
|------------------------------|--------------------|-------------------------|-----------------------------|-----------------------------|--|
| Betta Hire | 01800C | Amman 15 tonne Pad foot | ASC150 | \$ 4680 + 10,500 = \$15,180 | |
| Betta Hire | 01800C | Dynapac 13 tonne | CA302D | \$ 4680 + 10,500 = \$15,180 | |
| Brooks Hire Service | TBA @ Time of Hire | Dynapac / Bomag / Hamm | CA602P / BW219P / 3518P | \$7,264.00 | |
| Brooks Hire Service | | Dynapac / Bomag | CA362 / BW211 | \$6,356.00 | |
| Brooks Hire Service | | Bomag / Hamm / CAT | BW216P / 3516P / CP76 | \$6,900.80 | |
| Brooks Hire Service | | Dynapac / Bomag / Hamm | CA602P / BW219P / 3518P | \$7,264.00 | |
| Curry's Diesel and Machinery | 39626C | Caterpillar | CS-563E | \$14,400.00 | |
| Flexhire Pty Ltd | Various | Dynapac | CA6000 P 19T PADFOOT ROLLER | \$6,716.00 | |
| MAK Diesel & Earthmoving | TBA | CAT | CS56 | \$7,480.00 | |
| Tutt Bryant Hire | 56394C | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 56390C | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 97269C | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 5662C0 | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 5614C0 | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 8479C1 | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 3693C2 | BOMAG | BW219D-5 | \$4,830.00 | |
| Tutt Bryant Hire | 0027C2 | BOMAG | BW219D-5 | \$4,830.00 | |
| Sherrin Rentals Pty Ltd | Brand New Units | HAMM | HC200 with Shells | \$6,499.36 | |
| Sherrin Rentals Pty Ltd | Brand New Units | Dynapac | CA6000D with Shells | \$6,124.47 | |

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.4.4 Door 4x4 V8 LandCruiser with Tray Back

| Contractor | Registration No. | Manufacturer | Model | Hire Rate Provided | Forecast yearly rate (includes mobilisation and other costs) |
|----------------------|------------------|--------------|---|---|--|
| Fleet Crew | TBA | Toyota | Land Cruiser 70 Series Dual Cab Tray Back Workmate | \$4227 (excl. GST)/month \$139 (excl. GST)/Day – min 90 days \$4015 (excl. GST)/month \$132 (excl. GST)/Day – min 180 days | |
| Everything Fleet | TBA | Toyota | Landcruiser 70 Series GLX | \$3,646.05 | |
| King Hire & Trailers | Multiple | Toyota | Landcruiser GXL/Workmate | \$4,200.00 | |

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.5 4 Door 4x4 Ute with Tray Back (4 Cylinder)

| Contractor | Registration No. | Manufacturer | Model | Hire Rate Provided | Forecast yearly rate (includes mobilisation and other costs) |
|----------------------|--------------------|--------------------|--|--|--|
| Brooks Hire Service | TBA @ Time of Hire | Isuzu / Mitsubishi | D-Max / Triton | \$2848.22 (additional charges apply) | |
| FROGGV'S DRY HIRE | 469DL2 | TOYOTA | HILUX DUAL CAB | \$3,500.00 | |
| FROGGV'S DRY HIRE | 842DX4 | TOYOTA | HILUX DUAL CAB | \$3,500.00 | |
| FROGGV'S DRY HIRE | 354EN5 | TOYOTA | HILUX DUAL CAB | \$3,500.00 | |
| FROGGV'S DRY HIRE | 906YN | TOYOTA | HILUX DUAL CAB | \$3,500.00 | |
| FROGGV'S DRY HIRE | 584GL7 | TOYOTA | HILUX DUAL CAB | \$3,500.00 | |
| Fleet Crew | TBA | Toyota | Hilux 4WD Dual Cab SR Diesel Automatic | \$3072 (excl. GST)/month \$101 (excl. GST)/Day – min 90 days \$2950 (excl. GST)/month \$97 (excl. GST)/Day – min 180 days | |
| Everything Fleet | TBA | Toyota | Hilux | \$3,288.04 | |
| King Hire & Trailers | Multiple | Isuzu | Drmax, Automatic | \$2,700.00 | |

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.6 Skid Mounted Generator

| Contractor | Manufacturer | Model | Hire Rate Provided | Forecast yearly rate (includes mobilisation and other costs) |
|---|----------------------|-------------------------------------|--|--|
| Brooks Hire Service | Gemac | G45PS | \$2,373.42 | |
| Flexihire Pty Ltd | VARIOUS | VARIOUS | \$3,142.00 | |
| HELIOS RENEWABLE ENERGY AUSTRALIA PTY LTD | Maknrex | HP545 (Hybrid Power System – 45kVA) | \$8,800.00 | |
| Hybrid Energy Deployment Systems | Denyo | Denyo DCA 45kVa | \$ 6,700.00 (excl. GST)/month/paid 1 month in advance – based on 12mthly payments (Minimum term 2 years) | |
| Hybrid Energy Deployment Systems | Denyo | Denyo DCA 60kVa | \$ 7,200.00 (excl. GST)/month/paid 1 month in advance – based on 12mthly payments (Minimum term 2 years) | |
| Indijil Enterprises Pty Ltd | TBA | TBA | \$2,835.00 | |
| King Hire & Trailers | Airman | SDG60 (50KVA) | \$2,400 | |
| TIE Const Pty Ltd | Generators Australia | GP55DZ Mine Spec TIEG001 | \$3,500.00 | |
| TIE Const Pty Ltd | Generators Australia | GP55DZ Mine Spec TIEG002 | \$3,500.00 | |
| TIE Const Pty Ltd | Generators Australia | GP55DZ Mine Spec TIEG003 | \$3,500.00 | |
| TIE Const Pty Ltd | Generators Australia | GP55DZ Mine Spec TIEG004 | \$3,500.00 | |
| TIE Const Pty Ltd | Generators Australia | GP55DZ Mine Spec TIEG005 | \$3,500.00 | |
| TIE Const Pty Ltd | Generators Australia | GP55DZ Mine Spec TIEG006 | \$3,500.00 | |
| TIE Const Pty Ltd | Generators Australia | GP55DZ Mine Spec TIEG007 | \$3,500.00 | |
| TIE Const Pty Ltd | Generators Australia | GP55DZ Mine Spec TIEG008 | \$3,500.00 | |
| TIE Const Pty Ltd | Generators Australia | GP55DZ Mine Spec TIEG009 | \$3,500.00 | |
| TIE Const Pty Ltd | Generators Australia | GP55DZ Mine Spec TIEG010 | \$3,500.00 | |
| Tutt Bryant Hire | PR Power | GM560CS-AU | \$4,195.40 | |
| Tutt Bryant Hire | PR Power | GM560CS-AU | \$4,195.40 | |
| Tutt Bryant Hire | DENYO | DCA45-ES | \$4,195.40 | |
| Tutt Bryant Hire | DENYO | DCA45-ES | \$4,195.40 | |
| Tutt Bryant Hire | DENYO | DCA45-ES | \$4,195.40 | |
| Tutt Bryant Hire | DENYO | DCA45-ES | \$4,195.40 | |
| Tutt Bryant Hire | DENYO | DCA45-ES | \$4,195.40 | |
| Tutt Bryant Hire | DENYO | DCA45-ES | \$4,195.40 | |
| Tutt Bryant Hire | DENYO | DCA45-ES | \$4,195.40 | |

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.7 Standpipe

| Contractor | Registration No. | Manufacturer | Model | Hire Rate Provided | Forecast yearly rate (includes mobilisation and other costs) |
|---------------------|--------------------|--------------|---------|--------------------|--|
| Brooks Hire Service | TBA @ Time of Hire | Liquimech | TBA | \$2,392.58 | |
| Flexihire Pty Ltd | N/A | VARIOUS | VARIOUS | \$805.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE001 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE002 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE003 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE004 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE005 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE006 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE007 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE008 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE009 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE010 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE011 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE012 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE013 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE014 | \$7,000.00 | |
| TIE Const Pty Ltd | TBA | SSAF | TIE015 | \$7,000.00 | |
| Tuttt Bryant Hire | EZ7641 | Allightsykes | MSP150R | \$2,928.75 | |

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.8 Trailer Mounted Water Pump

| Contractor | Registration No. | Manufacturer | Model | Hire Rate Provided | Forecast yearly rate (includes mobilisation and other costs) |
|---------------------|--------------------|--------------|-------------|--------------------|--|
| Brooks Hire Service | TBA @ Time of Hire | Atlas | PAS 150 | \$7,767.66 | |
| Flexhire Pty Ltd | VARIOUS | SYKES | YAKKA 150MM | \$4,767.00 | |
| Tutt Bryant Hire | 388UKF | Sykes/Yakka | YKA 150 IC | \$4,100.00 | |
| Tutt Bryant Hire | 386UKF | Sykes/Yakka | YKA 150 IC | \$4,100.00 | |

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.9 Ablution Block / Laundry Block including Showers and Toilets

| Contractor | Building Dimensions | Number of Cubicles | Manufacturer | Hire Rate Provided | Forecast yearly rate (includes mobilisation and other costs) |
|------------------|------------------------------|--------------------|-------------------------------------|--------------------|--|
| Tutt Bryant Hire | 6m x 2.5m Ablution Block | 3 | Ausco Serial No. 4052165/02 | \$2,360.00 | |
| Tutt Bryant Hire | 6m x 2.5m Ablution Block | 3 | Ausco Serial No. 0603526/01 | \$2,360.00 | |
| Tutt Bryant Hire | 12m x 3m Exploration Kitchen | N/A | Ausco Serial No. 4052179/02 | \$2,360.00 | |
| Tutt Bryant Hire | 12m x 3m Exploration Kitchen | N/A | Ausco Serial No. 4043224/02 | \$2,360.00 | |
| Tutt Bryant Hire | 4.8m x 3m Site Building | N/A | Ausco Serial No. KITOFF4800X3000 | \$2,360.00 | |
| Tutt Bryant Hire | 7.2m x 3m Laundry Block | NA | Ausco Serial No. 0604894/06 | \$2,360.00 | |
| Tutt Bryant Hire | 7.2m x 3m Laundry Block | NA | Ausco Serial No. 0603967/02 | \$2,360.00 | |

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.10 4-Man Accommodation Donga

| Contractor | Building Dimensions | Number of Rooms | Manufacturer | Hire Rate Provided | Forecast yearly rate (includes mobilisation and other costs) |
|------------------|---------------------|-----------------|-----------------------------|--------------------|--|
| Tutt Bryant Hire | 12m x 3m | 4 | Ausco Serial No. 4038637/03 | \$3,150.00 | |
| Tutt Bryant Hire | 12m x 3m | 4 | Ausco Serial No. 4038637/03 | \$3,150.00 | |
| Tutt Bryant Hire | 12m x 3m | 4 | Ausco Serial No. 4038631/01 | \$3,150.00 | |
| Tutt Bryant Hire | 12m x 3m | 4 | Ausco | \$3,150.00 | |

2.10 5-Man Accommodation Donga

| Contractor | Building Dimensions | Number of Rooms | Manufacturer | Hire Rate Provided | Forecast yearly rate (includes mobilisation and other costs) |
|------------------|---------------------|-----------------|-----------------------------|----------------------------|--|
| Tutt Bryant Hire | 12m x 3m | 5 | Ausco Serial No. 15495/05 | \$3150.00 (excl GST) / mth | |
| Tutt Bryant Hire | 12m x 3m | 5 | Ausco Serial No. 4039269/06 | \$3150.00 (excl GST) / mth | |
| Tutt Bryant Hire | 12m x 3m | 5 | Ausco Serial No. 4036503/08 | \$3150.00 (excl GST) / mth | |

Dry Hire - 2024 & 2025 Construction Season
Appendix A - Conforming Tenders
2.11 Miscellaneous - Trucks

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|------------------------------|---|------------------|--|---|--|--|
| Brooks Hire Service | Truck - Artic - Dump 9T | | Wacker Neuson | DV90 | \$8,172.00 | |
| Brooks Hire Service | Truck - Artic - Dump 30T | | Komatsu / CAT | HM300 / CAT730 | \$15,436.00 | |
| Brooks Hire Service | Truck - Artic - Dump 40T | | Komatsu / CAT / Hitachi | HM400 / CAT745 / AH400 | \$17,252.00 | |
| Brooks Hire Service | Truck - Artic - Water 10tL | | Hydrema | 912ES | \$11,804.00 | |
| Brooks Hire Service | Truck - Artic - Water 15tL | | JCB / Mercedes / Case / Chamberlain | Fastract85 / MB Trac / C4496 / C6100 | \$9,988.00 | |
| Brooks Hire Service | Truck - Artic - Water 25tL | | Komatsu | HM300-2 | \$17,252.00 | |
| Brooks Hire Service | Truck - Artic - Water 35tL | | Komatsu | HM400-2 | \$19,976.00 | |
| Brooks Hire Service | Truck - Rigid - Fuel 14tL | | Hino / Isuzu | 500+AMS / FVZ 260-300 | \$13,620.00 | |
| Brooks Hire Service | Truck - Rigid - Flatbed 8.5x2.5m | | Hino / Isuzu | 500+AMS / FVZ 260-300 | \$8,172.00 | |
| Brooks Hire Service | Truck - Rigid - Flatbed (HAB) 8.5x2.5m | | Hino / Isuzu | 500+AMS / FVZ 260-300 | \$9,988.00 | |
| Brooks Hire Service | Truck - Rigid - Service 6.7tL | | Hino / Isuzu | 500+AMS / FVZ 260-300 | \$13,620.00 | |
| Brooks Hire Service | Truck - Rigid - Service 11.3tL | | Hino / Isuzu | 500+AMS / FVZ 260-300 | \$15,436.00 | |
| Brooks Hire Service | Truck - Rigid - Tipper 11m3 | | Hino / Isuzu | 500+AMS / FVZ 260-300 | \$8,716.80 | |
| Brooks Hire Service | Truck - Rigid - Tipper 14m3 | | Hino / Isuzu | 500+AMS / FVZ 260-300 | \$10,896.00 | |
| Brooks Hire Service | Truck - Rigid - Water 15tL | | Hino / Isuzu | 500+AMS / FVZ 260-300 | \$10,532.80 | |
| Brooks Hire Service | Truck - Rigid - Water 20tL | | Hino / Isuzu / Iveco | 500+AMS / FVZ 260-300 / Trakker | \$13,620.00 | |
| Curry's Diesel and Machinery | Articulated Truck | 90779C | Caterpillar | 730 Mox | \$19800 / month | |
| Curry's Diesel and Machinery | Articulated Truck - 740 | N/A | Caterpillar | 740 Mox | \$19800 / month | |
| Curry's Diesel and Machinery | Articulated Truck - 740 | N/A | Caterpillar | 740 Mox | \$21,600.00 | |
| FROGGY'S DRY HIRE | TIPPER TRUCK (CREW CAB) x 2 | XO53ZD 160VTO | ISUZU ISUZU | NPR FVZ | \$4,950.00ea \$10,500.00 | |
| FROGGY'S DRY HIRE | 12t HR TIPPER TRUCK | 0335ZX | ISUZU | FVZ | \$10,500.00 | |
| FROGGY'S DRY HIRE | 12t HR TIPPER TRUCK | XB56HB | NISSAN | UD | \$10,500.00 | |
| FROGGY'S DRY HIRE | 12t HR TIPPER TRUCK | XQ48NV | ISUZU | FVZ1400 | \$10,500.00 | |
| FROGGY'S DRY HIRE | JOB TRUCK (CREW CAB) | XO07VW | ISUZU | NPR | \$4,750.00 | |
| FROGGY'S DRY HIRE | JOB TRUCK (CREW CAB) | XO86VH | MITSUBISHI | FUSO | \$4,750.00 | |
| FROGGY'S DRY HIRE | ARTICULATED MOX DUMP TRUCK | 85095C | CAT | 725 | \$11,440.00 | |
| FROGGY'S DRY HIRE | TIPPER TRUCK (SINGLE CAB) - 3t | XB79CI | MITSUBISHI | FUSO | \$4,950.00 | |
| FROGGY'S DRY HIRE | TIPPER TRUCK (SINGLE CAB) - 2t | 0852TA | ISUZU | NLR | \$4,750.00 | |
| FROGGY'S DRY HIRE | 13,000L WATER TRUCK | XO96OV | IVECO | ACCO | \$10,950.00 | |
| FROGGY'S DRY HIRE | 13,000L WATER TRUCK | XB19FI | HINO | FY | \$12,750.00 | |
| FROGGY'S DRY HIRE | 13,000L WATER TRUCK | XO39AQ | NISSAN | UD | \$10,950.00 | |
| FROGGY'S DRY HIRE | 20,000L WATER TRUCK | XQ21OZ | MAK | METROLINER | \$12,750.00 | |
| Hastings Deering | Articulated Dump Truck - 31t Operating Capacity | | | 730 / 725 | \$15,481.80 | |
| Hastings Deering | Articulated Dump Truck - 42t Operating Capacity - Tip over solution | | | 740B / GC | \$17,776.28 | |
| Hastings Deering | Articulated Dump Truck - 45t Operating Capacity | | | 745 | \$19,268.00 | |
| Hastings Deering | Articulated Dump Truck - 45t Operating Capacity - 200 hour per month min | | | 740 GC Water | \$21,630.00 | |

| | | | | |
|---|------------------------------|-----------------|------------------------------|---|
| Indiji Enterprises Pty Ltd | Multiple size water trucks | TBA | Izuzu | 15,000 road \$15,362, 30,000 ADT \$24,100, 18,000 road \$19,730 |
| King Hire & Trailers | Body Tipper Trucks | Multiple | Fuso / Hino / MAN | \$9,200.00 |
| King Hire & Trailers | Body Water Truck | Multiple | Fuso / Iveco | \$9,200.00 |
| King Hire & Trailers | Semi Side Tipper Truck | XQ082S / YQ92R8 | Western Star / Stonestar | \$14,000.00 |
| King Hire & Trailers | Semi Water Truck | XQ61TU / YQ60MX | International / AAA Trailers | \$14,000.00 |
| Stabilised Pavements of Australia Pty Ltd | Cement Spreader Truck | XQ02XY | Mack | \$17,400.00 |
| Tutt Bryant Hire | 2 Tonne Single Cab Tip Truck | 65AYFE | NIR 4.5-150 Tipper | \$14,100.00 |

2.11 Miscellaneous - Bulldozers

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|------------------------------|---|------------------|--------------|-----------------|--|---|
| Brooks Hire Service | Dozer | | CAT | D6T / D6N / D6H | \$18,160.00 | \$18,160.00 |
| Curry's Diesel and Machinery | D6T | N/A | Caterpillar | D6T | \$23,400.00 | \$23,400.00 |
| Curry's Diesel and Machinery | D7H Dozer | N/A | Caterpillar | D7H | \$25,200 / month | \$25,200 / month |
| Curry's Diesel and Machinery | D7R Dozer | N/A | Caterpillar | D7R | \$25,200 / month | \$25,200 / month |
| Curry's Diesel and Machinery | D9R Dozer | N/A | Caterpillar | D9R | \$32,400 / month | \$32,400 / month |
| Curry's Diesel and Machinery | D9T Dozer | N/A | Caterpillar | D9T | \$39,600.00 | \$39,600.00 |
| FLOGGY'S DRY HIRE | DOZER | 6639C1 | CAT | D6K LGP | \$14,080.00 | \$14,080.00 |
| Hastings Deering | Bulldozer - 19.1t Operating Weight 165hp 3D Active | | D6 NG | | \$19,787.12 | \$19,787.12 |
| Hastings Deering | Bulldozer - 19.1t Operating Weight 165hp | | D6 NG | | \$16,750.27 | \$16,750.27 |
| Hastings Deering | Bulldozer - 27.4t Operating Weight 240hp | | D7 NG | | \$20,377.47 | \$20,377.47 |
| Hastings Deering | Bulldozer - 38.4t Operating Weight 310hp | | D8 | | \$22,280.91 | \$22,280.91 |
| Hastings Deering | Bulldozer - 47.8t Operating Weight 410hp - 200 hour per month min | | D9 | | \$33,985.06 | \$33,985.06 |
| Indiji Enterprises Pty Ltd | Multiple size dozers | TBA | Caterpillar | | D65 \$23,006 / D6T \$23,600 / D8T \$31,742 | D65 \$23,006 / D6T \$23,600 / D8T \$31,742 |
| MAK Diesel & Earthmoving | D6 Dozer | TBA | CAT | D6 | \$18,000.00 | \$18,000.00 |

2.11 Miscellaneous - Excavator

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|---------------------|----------------------|------------------|--------------------------|-------------------------|--|---|
| Brooks Hire Service | Excavator 1.5-2T | | Komatsu / Sany / CAT | PC15 / SY16 / C302 | \$5,448.00 | \$5,448.00 |
| Brooks Hire Service | Excavator 3-3.5T | | Komatsu / Sany | PC30 / SY35 | \$6,356.00 | \$6,356.00 |
| Brooks Hire Service | Excavator 5-5.5T | | Komatsu / Sany | PC55 / SY50 | \$7,264.00 | \$7,264.00 |
| Brooks Hire Service | Excavator 8-8.5T | | Komatsu / Sany | PC88 / SY80 | \$8,172.00 | \$8,172.00 |
| Brooks Hire Service | Excavator 13-14T | | Komatsu / Sany / Hyundai | PC138 / SY135 / R14LC | \$9,080.00 | \$9,080.00 |
| Brooks Hire Service | Excavator 16T | | Sany / Hyundai | SY155 / R160C | \$9,988.00 | \$9,988.00 |
| Brooks Hire Service | Excavator 20-24T | | Komatsu / Sany / Hitachi | PC200 / SY215 / ZX225 | \$10,896.00 | \$10,896.00 |
| Brooks Hire Service | Excavator 30-34T | | Komatsu / Sany / Hitachi | PC300 / SY305 / ZX330 | \$12,712.00 | \$12,712.00 |
| Brooks Hire Service | Excavator 35-36T | | Komatsu / Sany / CAT | PC350 / Sany 365 / C336 | \$13,620.00 | \$13,620.00 |

| | | | | | | |
|---------------------|---|------------------|----------------------------|----------------------------------|----------------|----------------|
| Brooks Hire Service | Excavator 45-50T | | Komatsu / Sany / Hitachi | PC450 / Sany SV500 / ZX350 | \$17,252.00 | \$17,252.00 |
| Brooks Hire Service | Excavator 60-65T | | Komatsu | PC600 | \$21,792.00 | \$21,792.00 |
| Brooks Hire Service | Excavator 78-85T | | Komatsu / Sany | PC850 / SY870 | \$24,516.00 | \$24,516.00 |
| Brooks Hire Service | Excavator (Long Reach) 20-24T | | Komatsu / Sany | PC220 / SY215H | \$19,976.00 | \$19,976.00 |
| Brooks Hire Service | Excavator (Long Reach) 30-34T | | Komatsu / Sany | SY365H-LR | \$27,240.00 | \$27,240.00 |
| Brooks Hire Service | Excavator (Long Reach) 40-45T | | Komatsu / Sany | PC450 | \$30,872.00 | \$30,872.00 |
| Flexhire Pty Ltd | 14T EXCAVATOR | 22/02/2024 | KOBELCO | SK135 / SK140 | \$10,292.00 | \$10,292.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 2t | 9922C1 | KUBOTA | U17-3 | \$3,500.00 | \$3,500.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 2t | 6641C1 | JOHN DEERE | E182S | \$3,500.00 | \$3,500.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 2t | 6636C1 | BOBCAT | E20 | \$3,500.00 | \$3,500.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 3t | 6649C0 | BOBCAT | E26 | \$3750 / month | \$3750 / month |
| FROGGY'S DRY HIRE | EXCAVATOR - 3t | | KUBOTA | U27 | \$3750 / month | \$3750 / month |
| FROGGY'S DRY HIRE | EXCAVATOR - 4t | 6638C1 | KUBOTA | U35 | \$4,000.00 | \$4,000.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 5t | 94315C | CAT | 305 | \$4,500.00 | \$4,500.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 5t | 6640C1 | HITACHI | ZX48U | \$4,500.00 | \$4,500.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 5t | 5931C1 | HITACHI | ZX48U | \$4,500.00 | \$4,500.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 8t | 91974C | KUBOTA | KX80 | \$7,500.00 | \$7,500.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 8t | | KUBOTA | KX80 | \$7,500.00 | \$7,500.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 8t | 95718C | KUBOTA | KX80 | \$7,500.00 | \$7,500.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 14t | 87421C | KOBELCO | SK135 | \$9,000.00 | \$9,000.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 20t | 81659C | SUMITOMO | SH180 | \$10,000.00 | \$10,000.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 14t x 3 | 0215C0 1692C1 | DOOSAN DOOSAN DOOSAN | DX140 LC DX140 LC DX140 LC | \$9,000.00 | \$9,000.00 |
| FROGGY'S DRY HIRE | EXCAVATOR - 25t x 2 | 0184C0 0217C0 | CAT CAT | 325 FLCR 325 FLCR | \$11,000.00 | \$11,000.00 |
| Hastings Deering | Excavator - 5t Reach 6.2m Depth 3.9m | | 305/306 | | \$6,179.79 | \$6,179.79 |
| Hastings Deering | Excavator - 8t Reach 6.8m Depth 4.7m | | 308 | | \$6,765.01 | \$6,765.01 |
| Hastings Deering | Excavator - 10t Reach 7.6m Depth 5.2m | | 310 | | \$6,997.86 | \$6,997.86 |
| Hastings Deering | Excavator - 11t Reach 8.1m Depth 5.6m | | 311 | | \$6,997.86 | \$6,997.86 |
| Hastings Deering | Excavator - 14t Reach 8.6m Depth 6m | | 315 | | \$8,213.33 | \$8,213.33 |
| Hastings Deering | Excavator - 14t Reach 8.6m Depth 6m | | M314 - M316 | | \$10,669.10 | \$10,669.10 |
| Hastings Deering | Excavator - 20t Reach 10.7m Depth 7.6 | | 320 / 323 | | \$10,560.43 | \$10,560.43 |
| Hastings Deering | Excavator - 25t Reach 10.7m Depth 7.6 | | 325 | | 11,641 | 11,641 |
| Hastings Deering | Excavator - 29t Reach 11.7m Depth 8.1m | | 330F | | \$12,756.97 | \$12,756.97 |
| Hastings Deering | Excavator - 36t Reach 15.2m Depth 11.0m | | 335 / 336 | | \$13,485.00 | \$13,485.00 |
| Hastings Deering | Excavator - 49t Reach 17.2m Depth 11.7m | | 349 / 352 | | \$17,878.14 | \$17,878.14 |
| Hastings Deering | Excavator - 14t Reach 8.6m Depth 6m - 3D Active | | 315 NG | | \$11,732.86 | \$11,732.86 |
| Hastings Deering | Excavator - 20t Reach 10.7m Depth 7.6 - 3D Active | | 320 NG | | \$14,178.89 | \$14,178.89 |
| Hastings Deering | Excavator - 25t Reach 10.7m Depth 7.6 - 3D Active | | 325 NG | | \$15,239.13 | \$15,239.13 |
| Hastings Deering | Excavator - 29t Reach 11.7m Depth 8.1m - 3D Active | | 330 NG | | \$16,328.85 | \$16,328.85 |
| Hastings Deering | Excavator - 36t Reach 15.2m Depth 11.0m - 3D Active | | 336 / 336 NG | | \$17,047.58 | \$17,047.58 |
| Hastings Deering | Excavator - 49t Reach 17.2m Depth 11.7m - 3D Active | | 349 / 352 NG | | \$21,273.84 | \$21,273.84 |

| | | | | |
|----------------------------|--------------------------|-----|---------------|---|
| Indijl Enterprises Pty Ltd | Multiple size excavators | TBA | Hitachi | 8 tonne \$8,940 / 13 tonne \$11,176 / 25 tonne \$14,530 / 26 tonne \$14,530 / 30 tonne \$16,766 / 36 tonne \$19,002 / 49 tonne \$22,355 / 17 tonne wheeled excavator \$13,412 |
| MAK Diesel & Earthmoving | 1.7T Mini Excavator | TBA | Wacker Neuson | E217 excavator \$13,412 |
| MAK Diesel & Earthmoving | 3.7T Mini Excavator | TBA | Case | CX37C \$5,760.00 |
| MAK Diesel & Earthmoving | 6T Mini Excavator | TBA | Case | CX60C \$6,600.00 |
| MAK Diesel & Earthmoving | 9T Midl Excavator | TBA | Wacker Neuson | E280 \$7,920.00 |
| MAK Diesel & Earthmoving | 14.5T Crawler Excavator | TBA | Case | CX145C \$8,880.00 |
| MAK Diesel & Earthmoving | 20T Crawler Excavator | TBA | CAT | 320FL \$9,900.00 |
| MAK Diesel & Earthmoving | 25T Crawler Excavator | TBA | Case | CX250C \$12,960.00 |
| | | | | \$13,600.00 |

2.11 Miscellaneous - Graders

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|------------------------------|---|----------------------------|----------------------------|-----------------------------------|---|---|
| Brooks Hire Service | Grader 12' | | CAT / Komatsu | 120M / GD555 | \$11,804.00 | \$11,804.00 |
| Brooks Hire Service | Grader 14' | | CAT / Komatsu / John Deere | 140 / 150 / JD672 / JD770 / GD655 | \$12,712.00 | \$12,712.00 |
| Brooks Hire Service | Grader (All Wheel Drive) 14' | | CAT / John Deere | 140-AWD / 150-AWD / JD772 | \$13,620.00 | \$13,620.00 |
| Brooks Hire Service | Grader 16' | | CAT / John Deere | 872GP | \$17,252.00 | \$17,252.00 |
| Brooks Hire Service | Grader 16' | | CAT | 16MQLR | \$22,700.00 | \$22,700.00 |
| Curry's Diesel and Machinery | 140H Grader | N/A | Caterpillar | 140H Grader | \$23400 / month | \$23400 / month |
| Curry's Diesel and Machinery | 140M Grader | 19428C | Caterpillar | 140M Grader | \$25200 / month | \$25200 / month |
| FROGGV'S DRY HIRE | GRADER | 0508C1 | CAT | 14H | \$14,080.00 | \$14,080.00 |
| FROGGV'S DRY HIRE | GRADERS x 3 | 87422C 95701C 95714C | CAT CAT CAT | 140M 140M AWD 140M | \$12,320.00 | \$12,320.00 |
| Hastings Deering | Motor Grader - 4.24m (14) Blade | | | 12M/140 | \$12,992.92 | \$12,992.92 |
| Hastings Deering | Motor Grader - 4.24m (14) Blade | | | 140M / 150 | \$13,301.83 | \$13,301.83 |
| Hastings Deering | Motor Grader - 4.24m (14) Blade Factory fitted 3D system Mastless | | | 150 | \$13,301.83 | \$13,301.83 |
| Hastings Deering | Motor Grader - 4.24m (14) / (16') Blade | | | 160 | \$13,663.52 | \$13,663.52 |
| Hastings Deering | Motor Grader - 4.24m (16) Blade M | | | 14M | \$19,483.38 | \$19,483.38 |
| Hastings Deering | Motor Grader - 4.24m (16) Blade M | | | 16M | | |
| Indijl Enterprises Pty Ltd | Multiple size graders | TBA | Caterpillar / John Deere | | 140M \$20,823, 14M \$21,914, 672GP \$24,100 | 140M \$20,823, 14M \$21,914, 672GP \$24,100 |
| King Hire & Trailers | Grader | Multiple | John Deere | 770D-670G | \$12,000.00 | \$12,000.00 |
| MAK Diesel & Earthmoving | Grader | TBA | CAT | 140M | \$16,000.00 | \$16,000.00 |

2.11 Miscellaneous - Loaders

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|------------------------------|---------------------------|------------------|--------------|---------|--|---|
| Curry's Diesel and Machinery | Loader | N/A | Komatsu | WA500-6 | \$23400 / month | \$23400 / month |
| Curry's Diesel and Machinery | Loader | N/A | Komatsu | WA500-7 | \$23400 / month | \$23400 / month |
| FROGGY'S DRY HIRE | LOADER | | HITACHI | ZW220-5 | \$13200 / month | \$13200 / month |
| Indiji Enterprises Pty Ltd | Multiple size loaders | TBA | Hitachi | | 80HP skid steer \$10,994, 120HP skid steer \$13,178, 13 tonne \$14,270, 15 tonne \$16,454, 20 tonne \$17,546, 25 tonne \$18,638 | 80HP skid steer \$10,994, 120HP skid steer \$13,178, 13 tonne \$14,270, 15 tonne \$16,454, 20 tonne \$17,546, 25 tonne \$18,638 |
| King Hire & Trailers | Loader, 13T | Multiple | Hercules | 1250H | \$7,000.00 | \$7,000.00 |
| MAK Diesel & Earthmoving | Backhoe Loader | TBA | Case | 580SV | \$8,600.00 | \$8,600.00 |
| MAK Diesel & Earthmoving | 19T Tool Carrier Loader | TBA | CAT | IT62H | \$13,200.00 | \$13,200.00 |
| MAK Diesel & Earthmoving | 74HP Compact Track Loader | TBA | Case | TR270B | \$7,480.00 | \$7,480.00 |
| MAK Diesel & Earthmoving | 30T Wheel Loader | TBA | CAT | 980M | \$18,700.00 | \$18,700.00 |

2.11 Miscellaneous - Skid Steer Loader / Bobcat

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|--------------------------|---------------------------------|------------------|------------------------|----------------------------|--|---|
| Brooks Hire Service | Skid Steer - Wheeled 600-900kg | | CAT / Kubota / Komatsu | 226B / SVL65 / SK714 | \$6,356.00 | \$6,356.00 |
| Brooks Hire Service | Skid Steer - Tracked 900-1300kg | | CAT / Bobcat | 259B / 249B / 239D / T140S | \$7,264.00 | \$7,264.00 |
| FROGGY'S DRY HIRE | SKID STEER LOADER - WHEELED | 94316C | CAT | 232D | \$4950 / month | \$4950 / month |
| FROGGY'S DRY HIRE | SKID STEER LOADER - TRACKED | 50817C | CAT | 249D | \$5,750.00 | \$5,750.00 |
| FROGGY'S DRY HIRE | SKID STEER LOADER - TRACKED | 50817C | CAT | 259D | 5950 | 5950 |
| MAK Diesel & Earthmoving | 60hp Skid Steer Loader | TBA | Case | SR175B | \$7,040 | \$7,040 |

2.11 Miscellaneous - Laundry and Ablution

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|------------------|--------------------------|------------------|---------------|--------------------------|--|---|
| Tutt Bryant Hire | Ablution/Laundry Caravan | 819UNM | Work Caravans | Work Ablution/Laundry SB | \$5,870.00 | \$5,870.00 |
| Tutt Bryant Hire | Ablution/Laundry Caravan | 744UNC | Work Caravans | Work Ablution/Laundry SB | \$5,870.00 | \$5,870.00 |
| Tutt Bryant Hire | Ablution/Laundry Caravan | 457UNW | Work Caravans | Work Ablution/Laundry SB | \$5,870.00 | \$5,870.00 |
| Tutt Bryant Hire | Ablution/Laundry Caravan | 832UMI | Work Caravans | Work Ablution/Laundry SB | \$5,870.00 | \$5,870.00 |
| Tutt Bryant Hire | Ablution/Laundry Caravan | 894UNW | Work Caravans | Work Ablution/Laundry SB | \$5,870.00 | \$5,870.00 |
| Tutt Bryant Hire | Ablution/Laundry Caravan | NEW | Work Caravans | Work Ablution/Laundry SB | \$5,870.00 | \$5,870.00 |

2.11 Miscellaneous - Generators

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|------------------|------------------------|------------------|---------------|-------------------------|--|---|
| Tutt Bryant Hire | Kitchen/Dining Caravan | 535UNG | Work Caravans | Works Kitchen/Dining SB | \$5,870.00 | \$5,870.00 |
| Tutt Bryant Hire | Kitchen/Dining Caravan | 566UNW | Work Caravans | Works Kitchen/Dining SB | \$5,870.00 | \$5,870.00 |
| Tutt Bryant Hire | Kitchen/Dining Caravan | NEW | Work Caravans | Works Kitchen/Dining SB | \$5,870.00 | \$5,870.00 |

2.11 Miscellaneous - Living Quarters

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|------------------|-----------------------------------|------------------|---------------|----------------------|--|---|
| Tutt Bryant Hire | Living Quarters (3 Units) Caravan | 213UNR | Work Caravans | Work Accom 59 Plan 3 | \$5870.00 (excl GST) / mth | \$5870.00 (excl GST) / mth |
| Tutt Bryant Hire | Living Quarters (3 Units) Caravan | 855UNW | Work Caravans | Work Accom 59 Plan 3 | \$5870.00 (excl GST) / mth | \$5870.00 (excl GST) / mth |
| Tutt Bryant Hire | Living Quarters (3 Units) Caravan | 596UNG | Work Caravans | Work Accom 59 Plan 3 | \$5870.00 (excl GST) / mth | \$5870.00 (excl GST) / mth |
| Tutt Bryant Hire | Living Quarters (3 Units) Caravan | 472UNK | Work Caravans | Work Accom 59 Plan 3 | \$5870.00 (excl GST) / mth | \$5870.00 (excl GST) / mth |
| Tutt Bryant Hire | Living Quarters (3 Units) Caravan | 176UNR | Work Caravans | Work Accom 59 Plan 3 | \$5870.00 (excl GST) / mth | \$5870.00 (excl GST) / mth |
| Tutt Bryant Hire | Living Quarters (3 Units) Caravan | 458UNW | Work Caravans | Work Accom 59 Plan 3 | \$5870.00 (excl GST) / mth | \$5870.00 (excl GST) / mth |

2.11 Miscellaneous - Site Office / Lunchroom Caravan

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|------------------|-------------------------------|------------------|---------------|------------------|--|--|
| Tutt Bryant Hire | Site Office/Lunchroom Caravan | 569UOZ | Work Caravans | Outback Explorer | \$5,870.00 | \$5,870.00 |

2.11 Miscellaneous - Smooth Drum Roller

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|----------------------|-----------------------------|------------------|------------------------|----------------------------|--|--|
| Brooks Hire Service | Roller - Smooth Drum 7-10T | | Bomag / Dynapac / CASE | BW177 / CA252 / CG62 | \$5,448.00 | \$5,448.00 |
| Brooks Hire Service | Roller - Smooth Drum 12-14T | | Bomag / Dynapac / CAT | BW212 / CA362 / CS54 - 65 | \$6,174.40 | \$6,174.40 |
| Brooks Hire Service | Roller - Smooth Drum 15-17T | | Bomag / Dynapac / CAT | BW216 / 3516HT / CS68 - 74 | \$6,537.60 | \$6,537.60 |
| Brooks Hire Service | Roller - Smooth Drum 18-21T | | Hamm / Dynapac / CAT | 3518HT / CA6000 / CS78 | \$7,264.00 | \$7,264.00 |
| FROGGY'S DRY HIRE | SMOOTH DRUM ROLLER – 7t | | CAT | CS433 | \$4,400.00 | \$4,400.00 |
| FROGGY'S DRY HIRE | SMOOTH DRUM ROLLER – 12t | 58945C | CAT | CS568 | \$5,280.00 | \$5,280.00 |
| King Hire & Trailers | Smooth Drum Roller 15T | Multiple | Multipac | 15H | \$5,000.00 | \$5,000.00 |

2.11 Miscellaneous - Tool Carrier

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|---------------------|---------------------------------|------------------|------------------------------------|---|--|--|
| Brooks Hire Service | Backhoe | | CAT / JCB / Komatsu | CA32 / 4CX / 5 CX / WB97R | \$7,264.00 | \$7,264.00 |
| Brooks Hire Service | Loader / Tool Carrier 1.5-1.8m3 | | Komatsu | WA150 / WA180 | \$7,445.60 | \$7,445.60 |
| Brooks Hire Service | Loader / Tool Carrier 2.2-2.3m3 | | Komatsu / Volvo | WA250 / L60 | \$9,080.00 | \$9,080.00 |
| Brooks Hire Service | Loader / Tool Carrier 2.5-2.7m3 | | Komatsu / CAT / Hitachi | WA270 / CAT930 / ZW180 | \$9,988.00 | \$9,988.00 |
| Brooks Hire Service | Loader / Tool Carrier 2.7-3.1m3 | | Komatsu / CAT / Volvo / Sany | WA320 / CAT938 / L90 / SW405 | \$10,896.00 | \$10,896.00 |
| Brooks Hire Service | Loader / Tool Carrier 3.5-3.8m3 | | Komatsu / CAT / Volvo | WA380 / CAT950 / L110 | \$12,712.00 | \$12,712.00 |
| Brooks Hire Service | Loader / Tool Carrier 3.8-4.0m3 | | Komatsu / CAT / Volvo | WA430 / CAT962 / L120 | \$13,620.00 | \$13,620.00 |
| Brooks Hire Service | Loader / Tool Carrier 4.4-4.6m3 | | Komatsu / CAT / Volvo | WA470 / CAT966 / L150 | \$15,436.00 | \$15,436.00 |
| Brooks Hire Service | Loader / Tool Carrier 4.6-5.0m3 | | Komatsu / CAT / Volvo | WA480 / CAT972 / L180 | \$15,436.00 | \$15,436.00 |
| Brooks Hire Service | Loader / Tool Carrier 5.0-5.6m3 | | Komatsu / CAT / Volvo / Hitachi | WA500 / CAT980 or 982 / L220 / ZW370 | \$17,252.00 | \$17,252.00 |
| Brooks Hire Service | Loader / Tool Carrier 6.4m3 | | Komatsu / CAT / Volvo | WA600 / CAT988 / L260 | \$23,608.00 | \$23,608.00 |
| Hastings Deering | Tool Carrier - Bucket and Forks | | 924 / 930T | | \$9,525.04 | \$9,525.04 |
| Hastings Deering | Tool Carrier - Bucket and Forks | | 938T | | \$10,504.55 | \$10,504.55 |
| Hastings Deering | Tool Carrier - Bucket and Forks | | 950T / 962T | | \$12,345.60 | \$12,345.60 |

2.11 Miscellaneous - Other

| Contractor | Description of Plant | Registration No. | Manufacturer | Model | Hire Rate Provided (excl GST) / mth | Forecast yearly rate (includes mobilisation and other costs) |
|------------------------------|---|------------------|---------------------------|--------------------|--|--|
| Betta Hire | Mobile Traffic Light Sets | Various | Giga | PTL 2 | \$1950 + 8610 = \$10560 | \$1950 + 8610 = \$10560 |
| Betta Hire | Portable Variable Speed Sign | Various | OptTraffic | VSL 1180 | \$1950 + 8,060 = \$10,110 | \$1950 + 8,060 = \$10,110 |
| Betta Hire | Portable Lighting Towers | Various | Atlas Copco | Hillight V5+ | \$1,500 + 8,610 = \$10,110 | \$1,500 + 8,610 = \$10,110 |
| Betta Hire | VMS Message Boards | Various | OptTraffic | VMS 400-3 | \$1500 + 8610 = \$10,110 | \$1500 + 8610 = \$10,110 |
| Brooks Hire Service | Trailer - Side Tipper 21-24m3 | | Howard Porter / Roadwest | Hardlite | \$250.84 - Day Rate Only | \$250.84 - Day Rate Only |
| Brooks Hire Service | Trailer - Dolly | | Howard Porter | | \$77.18 - Day Rate Only | \$77.18 - Day Rate Only |
| Curry's Diesel and Machinery | Semi Water Cart | Y092GP | Tri-Star | Tri - Star 30kl | \$21,600.00 | \$21,600.00 |
| Flexihire Pty Ltd | WHEEL LOADER / TOOL CARRIER | VARIOUS | JCB 426HT | 426HT TOOL CARRIER | \$9,533.35 | \$9,533.35 |
| FNQ Hire | Arrow Board Trailer Mounted quantity: 1 | TBA | Boylan Group | Type A | \$1,933.33 | \$1,933.33 |
| FNQ Hire | LED Speed Radar Signs Trailer Mounted quantity: 5 | TBA | Huston Radar | Boylan | \$ 1,900.33 | \$ 1,900.33 |
| FNQ Hire | Lighting Towers quantity: 6 | TBA | Verdegro | Hybrid | \$2,725.00 | \$2,725.00 |
| FNQ Hire | PTL3: Portable Traffic Lights quantity: 5 | NA | Trilight | Trilight | \$1,533.00 | \$1,533.00 |
| FNQ Hire | PTL2: Trailer Mounted Traffic Lights quantity: 12 | TBA | Datasigns | PTL2 | \$2,725.00 | \$2,725.00 |
| FNQ Hire | VMS Boards quantity: 20 | TBA | Chainzone, LDC and Bartco | C TYPE COLOUR | \$2,616.66 | \$2,616.66 |
| FROGGY'S DRY HIRE | BACKHOE | 67153C | CAT | 432E | \$7,500.00 | \$7,500.00 |
| FROGGY'S DRY HIRE | BACKHOE | 94797C | CAT | 432F | \$7,500.00 | \$7,500.00 |
| FROGGY'S DRY HIRE | IT LOADER | 66095C | DOOSAN | DL250-TC | \$10,560.00 | \$10,560.00 |
| Hastings Deering | SOIL COMPACTORS Compactor - Operating weight 22.8t | | 815K | | \$15,477.19 | \$15,477.19 |
| Hastings Deering | BACKHOE LOADERS Backhoe Loader | | 432 | | \$6,341.23 | \$6,341.23 |
| Hastings Deering | Skid Steer Loader - 680kg Operating Capacity | | 226 | | \$4,201.41 | \$4,201.41 |
| Hastings Deering | Multi Terrain loader - 929kg Operating Capacity | | 239 / 247 | | \$4,262.52 | \$4,262.52 |
| Hastings Deering | Compact Track Loader - 1451kg Operating Capacity | | 277 / 279 | | \$5,781.05 | \$5,781.05 |
| Hastings Deering | Compact Track Loader - 1882kg Operating Capacity | | 289 / 299 | | \$6,226.10 | \$6,226.10 |
| Hastings Deering | Wheel Loader - 2.9m3 Bucket | | 950 | | \$11,406.45 | \$11,406.45 |
| Hastings Deering | Wheel Loader - 3.3m3 Bucket | | 962 | | \$12,345.60 | \$12,345.60 |

| | | | | | | |
|-------------------|-------------------------------------|---------------|--------------------|------------------------------|-------------|-------------|
| Hastings Deering | Wheel Loader - 4.2m3 Bucket | 966 | | | \$13,698.68 | \$13,698.68 |
| Hastings Deering | Wheel Loader - 4.6m3 Bucket | 972 | | | \$15,127.02 | \$15,127.02 |
| Hastings Deering | Wheel Loader - 5.7m3 Bucket | 980 | | | \$18,714.28 | \$18,714.28 |
| Hastings Deering | Wheel Loader - 7.0m3 Bucket | 982 | | | \$21,604.04 | \$21,604.04 |
| IQ ACCESS PTY LTD | 45ft ARTICULATED ROOM LIFT | NA | JLG | 450AI | \$4,500.00 | \$4,500.00 |
| IQ ACCESS PTY LTD | 34ft ARTICULATED ROOM LIFT | NA | JLG | 340AI | \$3,800.00 | \$3,800.00 |
| R Bus | 25 Seat Bus | XOS120 | Fuso | Rosa | \$4,864.00 | \$4,864.00 |
| R Bus | 12 Seat Mini Bus | 547E14 | Toyota | Hiace | \$3,192.00 | \$3,192.00 |
| Tutt Bryant Hire | Trailer C/W Twin Site Toilets | EW5136 | MERLIN | TR10 | \$649.00 | \$649.00 |
| Tutt Bryant Hire | Trailer C/W Twin Site Toilets | EU8497 | MERLIN | TR10 | \$649.00 | \$649.00 |
| Tutt Bryant Hire | Trailer C/W Twin Site Toilets | EW5131 | MERLIN | TR10 | \$649.00 | \$649.00 |
| Tutt Bryant Hire | Trailer C/W Twin Site Toilets | EW5134 | MERLIN | TR10 | \$649.00 | \$649.00 |
| Tutt Bryant Hire | Trailer C/W Twin Site Toilets | DK5617 | MERLIN | TR10 | \$649.00 | \$649.00 |
| Tutt Bryant Hire | Trailer C/W Twin Site Toilets | D00035 | MERLIN | TR10 | \$649.00 | \$649.00 |
| Tutt Bryant Hire | Trailer C/W Twin Site Toilets | EW5137 | MERLIN | TR10 | \$649.00 | \$649.00 |
| Tutt Bryant Hire | Trailer C/W Twin Site Toilets | EW5135 | MERLIN | TR102-TT | \$649.00 | \$649.00 |
| Tutt Bryant Hire | Trailer C/W Site Toilets | CA0722 | PBL Trailer/Merlin | PBL/Ultra 2005 TR101 | \$330.00 | \$330.00 |
| Tutt Bryant Hire | Trailer C/W Site Toilets | DM2271 | PBL Trailer/Merlin | PBL/Ultra 2005 TR101 | \$330.00 | \$330.00 |
| Tutt Bryant Hire | Trailer C/W Site Toilets | DM9566 | PBL Trailer/Merlin | PBL/Ultra 2005 TR101 | \$330.00 | \$330.00 |
| Tutt Bryant Hire | Trailer C/W Site Toilets | D8245 | PBL Trailer/Merlin | PBL Trailer/Ultra 2005 TR101 | \$330.00 | \$330.00 |
| Tutt Bryant Hire | Trailer C/W Site Toilets | EW5135 | MERLIN | TR102-TT | \$649.00 | \$649.00 |
| Tutt Bryant Hire | Trailer C/W Twin Site Toilets | EW5132 | MERLIN/COMIT | TR 102-TS | \$1,264.99 | \$1,264.99 |
| Tutt Bryant Hire | Dual Wheeled 8 x 5 Trailer C/W Cage | 646QUX | Bartel Trailers | 8 x 5 Tandem H/Duty | \$744.00 | \$744.00 |
| Tutt Bryant Hire | Dual Wheeled 8 x 5 Trailer C/W Cage | 007UPL | VIC Trailers | BGT8x5 | \$744.00 | \$744.00 |
| Tutt Bryant Hire | Dual Wheeled 8 x 5 Trailer C/W Cage | 008UPL | VIC Trailers | BGT8x5 | \$744.00 | \$744.00 |
| Tutt Bryant Hire | Dual Wheeled 8 x 5 Trailer C/W Cage | NEW | VIC Trailers | BGT8x5 | \$744.00 | \$744.00 |
| Tutt Bryant Hire | Solar/Battery Traffic Lights | E22920/E22921 | Global Traffic | PT12 | \$1,906.67 | \$1,906.67 |
| Tutt Bryant Hire | Solar/Battery Traffic Lights | FM0268/FM2067 | Global Traffic | PT12 | \$1,906.67 | \$1,906.67 |
| Tutt Bryant Hire | Solar/Battery Traffic Lights | EK2745/EK2746 | Global Traffic | PT12 | \$1,906.67 | \$1,906.67 |
| Tutt Bryant Hire | Solar/Battery Traffic Lights | EK2745/EK2746 | Global Traffic | PT12 | \$1,906.67 | \$1,906.67 |
| Tutt Bryant Hire | Solar/Battery Traffic Lights | DS6610/DS6611 | Global Traffic | PT12 | \$1,906.67 | \$1,906.67 |
| Tutt Bryant Hire | Solar/Battery Traffic Lights | FM0266/FM0265 | Global Traffic | PT12 | \$1,906.67 | \$1,906.67 |
| Tutt Bryant Hire | 2T Plant Trailer | 859QTF | Auswide | 2T Plant Trailer | \$800.00 | \$800.00 |
| Tutt Bryant Hire | Variable Message Board | Z41801 | Data Signs | VMS 400C Colour | \$1,421.20 | \$1,421.20 |
| Tutt Bryant Hire | Variable Message Board | Z41800 | Data Signs | VMS 400C Colour | \$1,421.20 | \$1,421.20 |
| Tutt Bryant Hire | Variable Message Board | 858UP0 | Data Sign-C5 | VMS 400C Colour | \$1,421.20 | \$1,421.20 |

Dry Hire - 2024 & 2025 Construction Season

Appendix B - Non-Conforming Tenders

| Contactors | Notes |
|-----------------------|--|
| C.W Burns & K.E Burns | Did not supply mandatory tender documentation/responses. |

BUSINESS PAPERS

12.10 24-0002 ROPS PREQUALIFIED SUPPLIERS OF CONSTRUCTION MATERIAL

| | |
|----------------------|---|
| Attachments: | 12.10.1. Attachment A - Price response ↓ |
| Author: | Nick Lennon - Consultant Engineer |
| Date: | 18 April 2024 |
| Key Outcome: | Day to day management of activities within Engineering Services Directorate |
| Key Strategy: | As per the Departmental Plan for Engineering Services |

Executive Summary:

A request for tenders for the supply and delivery of Civil Construction Materials (Contract 24-0002) closed on 1 December 2023 with eight (8) tenders received. The tenders have been assessed against three mandatory categories: Technical Capability, Managerial Capability and Financial Capability. Each material type has been assessed separately.

RECOMMENDATION:

That Council approve the list of material suppliers presented.

Background:

A request for tenders for the Supply and Delivery of civil construction materials (Contract No.: 24-0002) was issued by Carpentaria Shire Council and closed on 1 December 2023 at 2:00PM. Eight (8) suppliers submitted tenders for supply of materials.

- Bolwarra Enterprises Pty Ltd
- EPS World Wide Pty Ltd
- Geo Civil Laboratories Pty Ltd
- Gulf Concrete Qld Pty Ltd
- MC Group QLD Pty Ltd
- Grey Vort Pty Ltd
- Wells Plant Hire Pty Ltd
- Barto's Construction Pty Ltd (Late Submission)

Assessment

The tender received from Barto's Construction Pty Ltd was submitted late.

The tender received from EPS World Wide Pty Ltd was deemed ineligible as there was no tender documentation provided and their company only makes hole protector covers.

The tender received from GEO Civil Laboratories Pty Ltd was deemed ineligible as their tender was for geotechnical testing not materials.

The remaining five (5) tenderers were deemed conforming with the tender assessment as per Table 1 below.

Table 1 – Tender Assessment

| Tenderer | Technical Capability | Managerial Capability | Financial Capability | Conforming Tender |
|------------------------------|----------------------|-----------------------|----------------------|-------------------|
| Bolwarra Enterprises Pty Ltd | ✓ | ✓ | ✓ | ✓ |

BUSINESS PAPERS

| | | | | |
|--------------------------------|---|---|---|------|
| EPS World Wide Pty Ltd | X | X | X | X |
| Geo Civil Laboratories Pty Ltd | X | X | X | X |
| Gulf Concrete Qld Pty Ltd | ✓ | ✓ | ✓ | ✓ |
| MC Group QLD Pty Ltd | ✓ | ✓ | ✓ | ✓ |
| Grey Vort Pty Ltd | ✓ | ✓ | ✓ | ✓ |
| Wells Plant Hire Pty Ltd | ✓ | ✓ | ✓ | ✓ |
| Barto's Construction Pty Ltd | ✓ | ✓ | ✓ | Late |

All pricing responses are provided in Appendix A.

As minimal suppliers submitted a response to the request for tender, it is recommended that Council adopt the attached list and suppliers are engaged based on the individual jobs Council require their services on.

Consultation (Internal/External):

- Director of Engineering – Michael Wanrooy
- Tender Assessment Panel – Michael Wanrooy, Michael Sceresini, Nick Lennon

Legal Implications:

- Nil

Financial and Resource Implications:

- Nil

Risk Management Implications:

- Nil

APPENDIX A

| Type 2.2 Gravel | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$32.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$32.00 | | | \$0.26 | \$0.30 |

| Type 2.3 Gravel | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$27.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$31.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$26.27 | \$33.18 | \$36.77 | \$0.22/km | \$0.22/km |

| Type 3.2 Gravel | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$25.50 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$30.00 | | | \$0.26 | \$0.30 |

| Type 2.2* Gravel | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$32.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$32.00 | | | \$0.26 | \$0.30 |

| General Fill | | | | | | |
|--------------------------|-------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| MC Group QLD Pty Ltd | tonne | \$16.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$16.15 | \$22.65 | \$38.15 | \$0.22/km | \$0.22/km |

| Rock - 200mm | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$43.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$34.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$32.35 | \$38.35 | \$43.90 | \$0.22/km | \$0.22/km |

| Rock - 300mm | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$35.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$34.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$42.82 | \$53.60 | \$59.10 | \$0.22/km | \$0.22/km |

| Rock - 500mm | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$32.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$34.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$42.82 | \$53.60 | \$59.10 | \$0.22/km | \$0.22/km |

| 75mm Minus | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$32.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$16.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$21.25 | \$27.75 | \$33.25 | \$0.22/km | \$0.22/km |

| 20/40 Trench Rock | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$32.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$32.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$59.15 | \$63.10 | \$71.55 | \$0.22/km | \$0.22/km |

| 10mm Aggregate | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$64.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$70.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$58.65 | \$63.05 | \$69.48 | \$0.22/km | \$0.22/km |

| 20mm Aggregate | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$64.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$66.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$54.41 | \$61.23 | \$65.04 | \$0.22/km | \$0.22/km |

| 10mm Screenings | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$64.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$70.00 | | | \$0.26 | \$0.30 |

| 14mm Screenings | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$64.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$66.00 | | | \$0.26 | \$0.30 |

| Crusher Dust | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$32.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$25.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$24.29 | \$31.12 | \$36.42 | \$0.22/km | \$0.22/km |

| Sand | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$32.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$25.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$36.13 | \$38.17 | \$36.13 | \$0.22/km | \$0.22/km |

| Garden Loam | | | | | | |
|--------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Wells Plant Hire Pty Ltd | tonne | \$33.41 | \$39.41 | \$45.41 | \$0.22/km | \$0.22/km |

| Pre-coat 7mm | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$85.05 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$125.00 | | | \$0.26 | \$0.30 |

| Pre-coat 10mm | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$85.05 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$120.00 | | | \$0.26 | \$0.30 |

| Pre-coat 14mm | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$85.05 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$115.00 | | | \$0.26 | \$0.30 |

| Pre-coat 16mm | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/t/km) ^[2] | Haul on Gravel Road (\$/t/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$85.05 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$110.00 | | | \$0.26 | \$0.30 |

| 10mm Blend | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$64.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$70.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$76.83 | \$84.13 | \$89.43 | \$0.22/km | \$0.22/km |

| 20mm Blend | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$64.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$66.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$66.39 | \$73.63 | \$78.93 | \$0.22/km | \$0.22/km |

| 10mm Stone | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| | Price | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$64.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$70.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$58.65 | \$65.95 | \$71.25 | \$0.22/km | \$0.22/km |

| 20mm Stone | | | | | | |
|------------------------------|-------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | \$64.00 | \$32.00 | \$42.00 | \$0.20 | \$0.27 |
| MC Group QLD Pty Ltd | tonne | \$66.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$54.41 | \$61.72 | \$67.01 | \$0.22/km | \$0.22/km |

| 40mm Stone | | | | | | |
|--------------------------|-------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| MC Group QLD Pty Ltd | tonne | \$38.00 | | | \$0.26 | \$0.30 |
| Wells Plant Hire Pty Ltd | tonne | \$59.15 | \$66.25 | \$71.55 | \$0.22/km | \$0.22/km |

| Stabilised Sand | | | | | | |
|------------------------------|------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | m3 | \$630.00 | \$850.00 | \$1,005.00 | POA | POA |
| Gulf Concrete Pty Ltd | m3 | \$334.00 | | | \$8.00 | \$10.00 |
| Barto's Construction Pty Ltd | m3 | \$250.00 | | | \$3.00 | \$3.00 |
| MC Group QLD Pty Ltd | m3 | \$1,100.00 | | | \$2.50 | \$5.00 |

| 20MPa Concrete | | | | | | |
|------------------------------|------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | m3 | \$660.00 | \$880.00 | \$1,100.00 | POA | POA |
| Gulf Concrete Pty Ltd | m3 | \$470.00 | | \$8.00 | \$10.00 | |
| Barto's Construction Pty Ltd | m3 | \$400.00 | | | \$3.00 | \$3.00 |
| MC Group QLD Pty Ltd | m3 | \$1,100.00 | | | \$2.50 | \$5.00 |

| 25MPa Concrete | | | | | | |
|------------------------------|------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | m3 | \$680.00 | \$900.00 | \$1,120.00 | POA | POA |
| Gulf Concrete Pty Ltd | m3 | \$498.00 | | | \$8.00 | \$10.00 |
| Barto's Construction Pty Ltd | m3 | \$450.00 | | | \$3.00 | \$3.00 |
| MC Group QLD Pty Ltd | m3 | \$1,150.00 | | | \$2.50 | \$5.00 |

| 32MPa Concrete | | | | | | |
|------------------------------|------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | m3 | \$700.00 | \$920.00 | \$1,140.00 | POA | POA |
| Gulf Concrete Pty Ltd | m3 | \$526.00 | | | \$8.00 | \$10.00 |
| Barto's Construction Pty Ltd | m3 | \$500.00 | | | \$3.00 | \$3.00 |
| MC Group QLD Pty Ltd | m3 | \$1,200.00 | | | \$2.50 | \$5.00 |

| 40MPa Concrete | | | | | | |
|------------------------------|------|----------------|--|--|---|--|
| Price | | | | | | |
| Tenderer | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | m3 | \$725.00 | \$950.00 | \$1,160.00 | POA | POA |
| Gulf Concrete Pty Ltd | m3 | \$534.00 | | | \$8.00 | \$10.00 |
| Barto's Construction Pty Ltd | m3 | \$510.00 | | | \$3.00 | \$3.00 |
| MC Group QLD Pty Ltd | m3 | \$1,250.00 | | | \$2.50 | \$5.00 |

| Fibre Reinforced Concrete (Fibres equivalent to SL81) | | | | | | |
|---|------|----------------|--|--|---|--|
| Tenderer | Unit | Rate (\$/unit) | Price | | | |
| | | | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | m3 | \$75.00 | \$75.00 | \$75.00 | NA | NA |
| Gulf Concrete Pty Ltd | m3 | \$736.00 | Indicative only - TBA | | \$8.00 | \$10.00 |
| Barto's Construction Pty Ltd | m3 | \$550.00 | | | \$3.00 | \$3.00 |
| MC Group QLD Pty Ltd | m3 | \$100.00 | | | \$2.50 | \$5.00 |

| Bulk Cement Powder for Stabiliser | | | | | | |
|-----------------------------------|-------|----------------|--|--|---|--|
| Tenderer | Unit | Rate (\$/unit) | Price | | | |
| | | | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Bolwarra Enterprises Pty Ltd | tonne | POA | POA | POA | POA | POA |
| Gulf Concrete Pty Ltd | tonne | TBA | Tanker/ ISO Trailer \$198.00 | | \$8.00 | \$10.00 |
| Barto's Construction Pty Ltd | tonne | \$600.00 | | | \$9.00 | \$9.00 |
| MC Group QLD Pty Ltd | tonne | \$600.00 | | | \$2.50 | \$5.00 |

| Additional Materials | | | | | | |
|--------------------------------|------------------------|----------------|--|--|---|--|
| Tenderer and Material | Price | | | | | |
| | Unit | Rate (\$/unit) | Normanton Surrounds (\$/unit) ^[1] | Karumba Surrounds (\$/unit) ^[1] | Haul on Bitumen Road (\$/km) ^[2] | Haul on Gravel Road (\$/km) ^[2] |
| Grey Vort Pty Ltd T/A Renolith | Renolith 2.0 admixture | tonne | \$14,880.00 | \$0.00 | \$0.00 | \$0.10/km |

BUSINESS PAPERS

13 GENERAL BUSINESS

14 CLOSURE OF MEETING